



RECRUITMENT PACK



DEAR APPLICANT

Thank you for your interest in the very important post across the Accord Multi Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for the position.

The Accord Multi Academy Trust is an educational charity established in September 2016 that is currently made up of four academies who were the founding members of the Trust. In September 2016 Horbury Academy and Ossett Academy & Accord Sixth Form came together, moving away from their stand alone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy. The overarching vision for the Trust is to work in one 'Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.' Our vision is underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

This is an exciting time in our development, as we continue to work tirelessly to provide world class education for young people within our community. In our infancy, the Trust has secured a strong foundation on which to build, consolidating the important structures necessary for growth, development, innovation and sustained improvement. These foundations have been underpinned by strong collaboration between all leaders across each of our academies, and this has been instrumental in allowing us to meet the many challenges in education in a coherent, co-ordinated and effective way.

Working together as a team has clearly made us stronger, and the support and challenge of each other has enriched each of our academies and the Trust.

As a Trust we are fully committed to investing in our staff, and as an employee you will have access to high quality professional development through formal programmes of CPD.

It is a real privilege to work alongside such a talented body of professionals working tirelessly to provide the best opportunities for young people across the Trust, and if you feel that you have the vision, drive and energy to support and contribute to the Trust's further development, then we would like to hear from you.

Yours sincerely,



Alan Warboys
Chief Executive Officer (CEO)
National Leader of Education



ABOUT THE TRUST

The Accord Multi Academy Trust is an educational charity established in September 2016 that is currently made up of four academies who were the founding members of the Trust. In September 2016 Horbury Academy and Ossett Academy & Accord Sixth Form came together, moving away from their stand-alone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy.

The overarching vision for the Trust is to work in one 'Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.' Our academies work on the following key principles:

- Ambitious for our young people and staff;
- Creating a positive climate and an ethos for learning and success;
- Collaborative to secure the best possible learning experiences for young people and staff;
- Opening doors for parents, carers and the community and being fully inclusive;
- Resilient in order to develop in young people and staff a mind-set for success;
- Dynamic and reflective learning communities.

Our vision and key principles are underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

Having consolidated our position as a Multi Academy Trust, we are now at a point where we are looking to build on our existing central structures to sustain our improvement to date, but also to ensure that we have the strong educational capacity necessary to welcome more academies to join the Trust. This particular post is therefore a very important feature of our planned growth and development and aspiration to provide a world class education for all young people within our community.

WHY WORK FOR THE TRUST?

The Accord Multi Academy Trust is a Wakefield based Trust; all four academies in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. All academies are within a three mile radius of one another and can be found a short drive off junction 40 of the M1.

At Accord we are committed to providing world class education for all young people within our community and as such we recognise the pivotal role that our staff play in this respect.

The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

The Trust is strongly committed to fostering a positive and healthy working environment with wellbeing and workload management at the forefront of all decision making.

Across the Trust there are a number of opportunities for staff to come together outside of their normal working day in a social or other activity capacity. The Trust and individual academies organise regular staff social events, craft workshops, a staff choir; sporting groups currently include a running club, and weekly staff netball and football matches.

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“Joining Accord this academic year has given me a great opportunity to advance my career in a direction I am truly passionate about. Leaders are given the freedom to innovate and trusted to make decisions that will have a positive impact on pupils. I am certain joining Accord was the right choice for me and my career.”

Dan
Director of
Mathematics

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“Working for Accord provides opportunities to work closely with the wider Trust to develop your skills and knowledge and build positive working relationships. I was a School Business Manager at Middlestown Primary when the school joined the Trust in 2016; the support and development opportunities available to me since then have enabled me to progress to a managerial role in the central team alongside completing professional qualifications.”

Jules
Finance
Manager

As a Trust we are committed to provide the following benefits for employees:

- An opportunity to collaborate with colleagues across academies and within the central Trust teams, with other academies and Multi Academy Trust's on a local or regional basis.
- Formal opportunities arising from collaboration provide:
- Structured and informal opportunities to share best practice that affords colleagues the opportunity to develop their own skills;
- Efficiencies of scale and a joint up approach to working and developing initiatives, agendas and changes to practise.
- Opportunities to lead on developments as a stepping stone to further career opportunities.
- The opportunity to work in a forward thinking and fast paced environment alongside a range of professionals with a proven track record of success in transforming education for young people.
- A specific career stage pathway of professional development with a commitment to support engagement in nationally recognised professional qualifications (NPQ's).
- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff, and continues to subscribe to local holiday patterns within the local authority of each academy.
- All employees have the opportunity to access a pension scheme.
- All employees have access to discounted rates for self and family members for a range of local and national companies and services, reviewed annually.
- All employees have access to the Fitness Suite at one of the academies in the Trust free of charge.

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*“Twenty years ago I joined Horbury School as a Special Needs Assistant. Five years later I was celebrating becoming a qualified Maths Teacher having completed a degree and my teacher training. **Thank you** will never be enough for the opportunities, support and encouragement I have experienced over the years. The rewards from my career at Horbury have been a huge sense of pride and achievement knowing I have made a difference to so many young people's lives.”*

Diane
Teacher of
Mathematics

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“I have been a member of staff at Ossett Academy since 2006. I have held a number of roles during that time. The level of support and guidance that I have received to progress through my career has been of the highest quality, internal courses such as Aspiring Middle/Senior Leader have been invaluable. I thoroughly enjoy my time at Ossett and can see myself working here for years to come.”

Kieran
Associate
Assistant Principal/Teacher of Business

ADVERT



FINANCE APPRENTICE

Apprentice Rate of Pay

Full Time / Temporary
To Start As Soon As Possible

The Accord Multi Academy Trust are seeking to appoint two Finance Apprentices to assist with the provision of high quality financial support to the Academies across the Trust and contribute effectively to the function of the Accord Finance Team.

You will undertake on the job training to learn and develop new skills and gain an experience of Finance. As part of the role you will undertake the Association of Accounting Technician (AAT) qualification.

These positions are temporary in the first instance for the duration of the apprenticeship.

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We encourage interested candidates to get in touch and have a discussion to see what makes us great! Contact the HR team or hr@accordmat.org who would be happy to answer any questions you may have or put you in touch with an appropriate colleague for an informal discussion regarding the role.

For more details, or if you're ready to apply, visit: <https://accordmat.org/opportunities/> where you will find the application form available to download. Please return completed application forms to the Accord HR Department: hr@accordmat.org.

Closing Date: **Friday 26 February 2021 at 12 noon.**

The Accord Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced DBS check.

JOB DESCRIPTION

Job Title:	FINANCE APPRENTICE	Grade:	APPRENTICE RATE
Location:	ACADEMY BASED	Accountable to:	SENIOR FINANCE OFFICER
Contract:	FULL TIME, FULL YEAR	Responsible for:	N/A

Overall Purpose of the Job:

Under the supervision and guidance of the Senior Finance Officer, assist with the provision of high quality financial support to academies across the Trust and contribute effectively to the function of the Accord Finance Team.

To undertake on the job training to learn and develop new skills and gain experience of finance.

A commitment to undertake the Association of Accounting Technician (AAT) qualification.

Committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of the post.

Finance Responsibilities:

- Under the direction of the Senior Finance Officer, the jobholder will work to support the Finance Team in all aspects of financial support functions.
- The post holder will provide support to the academy and central finance teams as may be required.
- Ensure work undertaken is compliant with all financial regulations and audit requirements.
- Utilise and operate the Trust's designated Financial Management Software (SAGE) to undertake the following:
 - Under supervision ensure orders are processed accurately and placed when approved within the deadlines of the weekly timetable operated by the team.
 - Under supervision monitor and review outstanding orders on an ongoing basis.
 - Receipt income.
 - Complete bank reconciliations under direction as may be required.
 - Under supervision monitor and review un-reconciled items on an ongoing basis.
 - Process and reconcile petty cash.
 - Support cash collection procedures.
 - Support the month end close down process as required.
 - Support any audit requirements as required.
 - Support with the processing of journals.
 - Undertake general housekeeping and administrative duties in support of the academy finance team.

The job holder may be required to cover finance colleagues at member academies or colleagues in the central finance team during periods of holidays or staff absence.

General Responsibilities:

- Contribute to and uphold the overall vision and ethos of the Accord MAT.
- Recognise own strengths and areas of expertise and use these to inspire, advise and support others.
- Promote team work, working in partnership across the central team and other central teams to ensure effective working relations.
- Treat all users of the Academies within the MAT with courtesy and consideration.
- Be aware and comply with all Accord MAT and Academy Policies at all times.
- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the grade of the post as directed by the Director of Finance and/or Finance Manager.

Requirements for the Job/Evidence

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements. Please note A = Application Form I = Interview/assessment process

Competency	Essential	*How Assessed	Desirable	How Assessed
Qualifications:	GCSE Maths and English – Grade C or equivalent. Commitment to undertake the Association of Accounting Technician (AAT) qualification.	A/I	Recognised ICT qualification	A/I
Experience:	On the job training is provided. The ability to use Microsoft Office programmes such as Word and Excel at a proficient level is required	A/I	Some administrative support experience Knowledge/understanding of Academy/Senior school environment	A/I
Knowledge and Statutory Requirements	Awareness and commitment to safeguarding and promoting the health, safety and welfare of young people Awareness, understanding and commitment to the Equality Act 2010 and fair treatment of all Understanding of the need to maintain confidentiality Awareness of data protection principles	A/I		A/I
Planning, Organisation and Mental Challenge:	Good organisational skills Ability to complete work carefully, accurately and to agreed deadlines, taking a pro-active approach to work to ensure that these deadlines are met Some initiative will be required but the jobholder will be closely supervised on a daily basis The jobholder will be expected to apply judgemental skills to straightforward solutions to simple problems	A/I		

Interpersonal & Communication:	The jobholder will be expected to have good interpersonal and communication skills and confidence to relate to a range of people at all levels, being approachable at all times	A/I		
Physical Skills and Demands:	The jobholder will work in an office environment and will be expected to use a keyboard when required to input information into spreadsheets for example	A/I		
Initiative & Independence	Ability to work with minimum supervision and on own initiative as role develops Tasks will be defined in detail	A/I		
Emotional Challenge and Resilience:	The jobholder will be closely supervised and thus protected from emotional challenges	A/I		
Philosophy and Commitment	A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities A personal commitment to lifelong learning and continuous professional development Commitment to high standards, best value and continuous improvement	A/I		
Personal qualities:	Self-motivated Professional conduct and appearance A positive attitude.	I		

Responsibilities

Responsibility for People

No direct line management responsibility.

Ensure effective liaison and communication with all colleagues as appropriate to ensure the needs of students and the Academy are met.

Finance

Under direction and supervision the post holder will be responsible for the handling and processing of financial documentation and information in relation to purchase ledger, sales ledger and cash management with regard to designated academy.

Physical Resources

Under direction and supervision, the post holder will be responsible for the accurate and confidential processing of financial documentation and information in relation to purchase ledger, sales ledger and cash management with regard to designated academy.

Working Conditions:

This post is full time, full year.

The post holder may be required to work across multi-sites at member academies and central offices during times of cover for annual leave and staff absence.

Main Contacts:

The jobholder may be required to liaise with a range of academy staff and central team colleagues including Finance Assistants, Finance Manager, Business Operations Managers, and other staff.

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required

Date Completed: January 2019

Signature of Jobholder: **Date:**

This is a description of the job as it exists at present; all Accord Multi Academy Trust Job Specifications are reviewed and are liable to variation as determined by the CEO in consultation with the post-holder in order to reflect future developments, roles and organisational change.

