



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.
- Access to a biannual C2W scheme.
- 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



Data Assistant Apprenticeship

**National Apprenticeship Rate of Pay on Commencement
37 Hours Per Week, Full Year
To Start As Soon As Possible**

The Accord Multi Academy Trust are looking to appoint an Apprentice to assist with the provision of efficient administration of academy data, reporting and analysis of data and to contribute effectively to the function of the Trust and/or designated academy. The role will have opportunity to work across the Trust supporting colleagues in Data and Administration teams.

You will be required to undertake on the job training to learn and develop new skills and commit to undertake and complete the Level 3 in Business Administration Qualification.

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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 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 for applications is Monday 18 October 2021 at 9am.

Interviews are expected to be held on the week commencing 18 or 25 October 2021.

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 Title: DATA & ADMIN APPRENTICE	Grade: APPRENTICE RATE
Location: TRUST CENTRAL TEAM	Accountable to: DESIGNATED ASSOCIATE STAFF MANAGER
Contract: FULL TIME, FULL YEAR	Responsible for: N/A

OVERALL PURPOSE OF THE POST:

- To provide data and admin support to the Trust and/or designated Academy's core services function.
- Under the instruction and guidance of the designated managers and colleagues assist in the efficient administration of Trust and/or designated Academy data, providing reporting and analysis of data as required.
- To successfully complete an NVQ Level qualification in Business and Administration.
- To uphold and promote the Trust's child protection and safeguarding policies and procedures, and ensure they are adhered to by all staff.

RESPONSIBILITIES AND ACCOUNTABILITIES:

Under the direction of designated associate staff managers:

Trust / Academy Data

- To assist with the provision of effective data administration.
- To assist with the maintenance and development of student/pupil data to ensure data integrity.
- To assist in the production and analysis of data.
- To support the submission of statutory data collections.
- To assist in the admissions and enrolment processes, setting up student/pupil records and collating historical assessment data as relevant.
- To assist in the creation and maintenance of timetables, updating teaching groups and making other alterations as required.
- To assist colleagues in their understanding and their effective use of data by providing ad hoc support.

Academy Reporting / Assessment

- To support the production of analysis of internal assessment data for Senior Leaders, Subject Leaders and other colleagues.
- To assist in producing interim and final reports for all students/pupils, ensuring reports are issued at the agreed times.
- To support examinations teams (if required) during examination periods with tasks to ensure the smooth running and delivery of examinations at designated academy.
- To support detailed analysis and accurate reporting of examination results (if required), and the prompt provision of headline data.

Data Management Systems

- To provide administrative support to Data Managers in developing the Trust's management information system.
- Effectively use systems and tracking tools for accurate results forecasting, progress tracking and identification of students/pupils for targeted intervention.
- To support the implementation of new systems and data analysis methodologies, assisting with staff/user training as necessary.

General Administration Responsibilities

- Assist with providing general administrative support to staff / other teams within the designated academy / Trust as required.

General Academy Responsibilities:

- Contribute to and uphold the vision and ethos of Trust.
- Actively support teamwork within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by line manager, in consultation with the post-holder.
- The post-holder's duties must, at all times, be carried out in accordance with Trust's Equal Opportunities Policy and other policies designed to protect employees from harassment.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- Co-operate with management of the Trust/Academy as far is necessary to enable the responsibilities placed upon the Trust/Academy under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.

Development/Other

- To participate in continual professional development undertaking necessary training as required either internally or as part of apprenticeship qualification.
- Ability to work flexibly in order to maintain and deliver effective and supportive date and admin support and provision.
- Willingness to develop skills and perform independent research as required in relation to role.

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. Willingness to complete an NVQ Level 3 in Business Administration	A/I	NVQ Business Administration	A/I
Experience:	Experience within a busy office environment Working to tight deadlines Data input, collation and analysis Experience of using Excel Good basic administration skills	A/I	Working within an educational setting Knowledge of management information systems	A/I
Knowledge and Statutory Requirements	Ability to input data with accuracy and attention to detail Ability to interpret and analyse data Sound knowledge of Microsoft Office software – Excel, Word – and computer-based management information systems Appreciation of the need to maintain the strictest confidence Understanding of the importance of Equal Opportunities and Health and Safety at Work Understanding of the issues surrounding the safeguarding of children and commitment to child safety and welfare Awareness of child protection procedures	A/I	Knowledge of and interest in Secondary School Education and the Public Examinations system Knowledge of methods used for secondary pupil assessment Knowledge of Department for Education standards Aware of the Data Protection and Freedom of Information Acts	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 The jobholder will be expected to apply judgemental skills to develop 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 and management information systems	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 as far as is reasonable possible The job holder will be exposed to people related problems that can be of sensitive nature.	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 High standards of professional personal 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 pupils, students, staff and Trust/Academy leaders are met.

Finance

No direct financial management responsibility.

Physical Resources

Effective use of resources as determined by line manager.

Responsibility for maintaining and producing accurate information and records as applicable to the role ensuring confidentiality and GDPR principles are followed at all times.

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.

Main Contacts:

The jobholder may be required to liaise with a range of academy staff, leaders and central team colleagues as well as conversing with members of the general public in response to enquiries.

Characteristics of the post:

The commitment to work at the following times is essential to the post:

A Level/BTEC results day

GCSE results day

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: October 2021

Signature of Jobholder: Date:



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