

HORBURY ACADEMY RECRUITMENT PACK





DEAR APPLICANT

Thank you for your interest in Horbury Academy. We hope that the information contained within this pack will help you decide if you have the right qualities, skills and experience to apply for our vacancy.

I have enormous pleasure in inviting you to consider joining Horbury Academy and join a team of staff committed to the pursuit of excellence.

We are keen to appoint individuals who have vision and creativity but above all else an unrelenting commitment to high expectations and inclusivity.

We believe that outstanding staff, not only teaching staff but support staff as well, are the key to our success. We see all staff, as key members of our team. We are looking to appoint someone who recognises the importance of their contribution to our learning community.

We understand that partnership and collaboration is an important aspect to the on-going development of schools and academies and with this in mind, we work alongside Ossett Academy & Accord Sixth Form, Horbury Primary Academy and Middlestown Primary Academy as part of the Accord Multi Academy Trust. We feel this is both exciting and enriching for the Academy and all staff and pupils.

The vision of our partnership is that the Accord Multi Academy Trust will enhance both our practice and knowledge of learning across primary and secondary education, whilst also providing access for pupils and staff to an even better range of opportunities in order to achieve excellence.

Horbury is a happy Academy and we are keen to appoint like minded individuals who have a positive outlook, a “can do” attitude to all aspects of their role; and colleagues who enrich the lives of learners and ensure they are always at the centre of their thinking.

I am extremely proud to lead Horbury Academy and to work alongside such a talented body of students and staff, who are fully committed to working as a team. If you feel that you have the vision, drive and energy to support and contribute to the Academy’s further continued improvement, then we would be delighted to hear from you.

Nicola Walker

Principal



WHY HORBURY?

- Horbury Academy is a mixed, 11-16 academy, situated on the outskirts of Wakefield.
- We are immensely proud of our academy, staff and students and strongly believe that all students are entitled to experience the full breadth of education; reflected through our curriculum model that encourages learners to study a broad range of subjects.
- From securing academic success to securing success in extra-curricular activity, our staff are fully committed to ensuring that all pupils make the most of their time at Horbury Academy.
- Alongside our extensive curricular and extra-curricular offer, we provide excellent pastoral care for our students; tailored to their individual needs.
- We work in partnership with parents and carers to ensure that our pupils feel fully supported during their time at the academy, allowing them to achieve their very best.
- Visitors frequently comment on our calm, supportive and friendly atmosphere.
- Our environment and academy building is purpose built, under one roof, allowing for a unique community and supportive feel.
- The Academy has very strong links with the local community in Horbury.
- Our facilities are used during the Academy day and outside of Academy hours by a wide range of community partners including Horbury Churches Together, Horbury Brownies and Guides, Horbury Spice Dancers, Ossett Town Juniors, Pageant Players, Phoenix Netball and Horbury & Ossett Music Centre to name but a few.



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 & Sixth Form College 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 HORBURY ACADEMY AND ACCORD MAT?

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

“

“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.

“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

“I started working at Horbury Academy in the school's busy kitchen. An opportunity arose for the Science Technician role which I applied for and was successful! Working in the science department has given me many new skills as well as receiving first class training from experienced staff. I continue every day to develop and grow thanks to the Academy.”

Jayne
Science
Technician

ADVERT



Temporary Cleaning Assistants

To start as soon as possible - £9.50 an hour

10 Hours per week, Full Year (Monday to Friday 6:30am to 8:30am)

13.75 Hours per week, Full Year (Monday to Friday from 3:00pm to 5:45pm)

Horbury Academy is seeking to appoint to the role of Cleaning Assistants to support our established Cleaning Team.

It is essential for the successful candidates to have excellent interpersonal skills and enjoy working with young people as all roles at Horbury Academy involve interaction with our pupils.

There are two roles available; candidates may express interest in working one or both shifts. Whilst our cleaning contracts are generally full year contracts, applications expressing interest in working term time only will also be considered. The role is temporary until 31.03.22 in the first instance. Please specify the hours you wish to be considered for on your application form.

Horbury Academy is part of the Accord Multi Academy Trust which 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.

Talk to our staff or pupils and you will find out how proud we are of our unique academy, its supportive atmosphere and strong team ethos. We encourage interested candidates to see what makes us great! Contact the HR team on hr@accordmat.org and we would be happy to answer any other questions you may have.

For details of the job description and to download the Application Form please go to <https://accordmat.org/opportunities/>

Please return your completed Application Form to the Accord HR Department at hr@accordmat.org

Closing date for applications is Friday 3 December 2021 at 9am.

Interviews are expected to be held on w/c 6 December 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 and two satisfactory references, one of which should be your current employer.

JOB SPECIFICATION



| | |
|--|--|
| Job Title: Cleaning Assistant | Grade: Scale One (Incremental) |
| Department: Premises Team | Accountable to: Cleaning Supervisor |
| Contractual Terms: All year round | Responsible for: N/A |

Overall Purpose of the Job:

- Under the direction/instruction of the Cleaning Supervisor, provide a clean and hygienic Academy environment which meets specified cleaning standards.
- Ensure that health and safety in Horbury Academy is paramount at all times.
- Committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.

Key Outcomes/Activities:

Cleaning Responsibilities

- Clean all surfaces, fixtures, fittings, floors, walls, partitions and internal woodwork as appropriate.
- Clean toilets, changing rooms and other sanitary areas.
- Undertake special cleaning programmes during Academy closure or other designated periods in compliance with the specification for the premises.
- Collect and dispose of waste in appropriate manner, cleaning and maintaining waste bins.
- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.
- Undertake basic record keeping as directed. Refill and replace consumables.
- Report faulty equipment and other maintenance requirements to the Cleaning Supervisor
- Maintain the security of Academy premises by securing entrances/exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment are switched off as appropriate.
- Monitor and record actions as directed by the Cleaning Supervisor.

Resource Responsibilities

- Maintain and arrange orderly and secure storage of supplies.
- Ensure cleanliness of equipment, clean all equipment after use.
- Check for quality/safety – reporting any faults to the Cleaning Supervisor.
- Operate everyday equipment in accordance with instructions.

General Academy Responsibilities

- Contribute to and uphold the vision and ethos of Horbury Academy.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all Academy Policies at all times.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

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: | No formal qualifications required | I | Cleaning and Support Services N/SVQ Level 1 or equivalent qualification. Willingness to undertake mandatory induction and cleaning training | A/I |
| Experience: | No experience required (on the job training is provided). | N/A | Limited experience working in a cleaning role. | A/I |
| Knowledge and Statutory Requirements: | <p>Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people.</p> <p>Willingness to gain knowledge of cleaning procedures required to meet specified standards.</p> <p>Willingness to gain knowledge of health and safety procedures and precautions.</p> <p>Willingness to gain awareness of COSHH regulations and health and hygiene procedures.</p> <p>Willingness to observe the Code of Safe Working Practice for Premises Staff.</p> | <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> | | |
| Planning, Organisation and Mental Challenge: | Ability to identify straightforward solutions to simple problems which occur during cleaning duties. | A/I | | |
| Interpersonal & Communication: | Able to exchange straightforward information. | A/I | | |
| Physical Skills and Demands: | <p>Willingness to use relevant equipment.</p> <p>Required to do physical duties, cleaning, hoovering, buffing floors, cleaning carpets, dusting at high levels.</p> <p>Physical demands operating cleaning equipment.</p> | <p>A/I</p> <p>I</p> | | |
| Initiative & Independence: | Able to work on own initiative but as part of the cleaning team. | A/I | | |
| Emotional Challenge and Resilience: | The job involves limited emotional challenge and emotional resilience may be required on occasions. | A/I | | |
| Philosophy and Commitment: | <p>A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities.</p> <p>A personal commitment to lifelong learning and continuous professional development.</p> <p>Commitment to high standards, best value and continuous improvement.</p> | <p>I</p> <p>I</p> <p>I</p> | | |
| Personal Qualities: | <p>Able to work with young people and adults.</p> <p>Flexible to cover staff absences</p> | I | | |

Responsibilities for Resources:

Line Management Responsibilities: None

Financial Responsibilities: None

Physical Resources: The jobholder has limited responsibility for physical resources.

Responsibility for People:

The jobholder is responsible for health and safety whilst undertaking daily duties. Present when parents/carers attending Open Evenings.

Responsibility for Policy Development:

The job involves no direct responsibility for policy development. However all staff are expected to be involved in policy consultation.

Responsibility for Student Outcomes:

The job involves no impact on the educational outcomes of students.

Working Conditions:

The jobholder will work in an allocated section within the Academy, working on their feet for most of the day. May be required to work in awkward positions (i.e. under tables).

Main Contacts:

The jobholder liaises mainly with cleaning 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 CRB Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: December 2012

Signature of Postholder:

Date:

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



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