



Airedale Infant Academy and Airedale Junior Academy are situated in Airedale, Castleford in West Yorkshire. Both academies are dedicated to providing the very best education possible for all the pupils who attend. We are tireless in ensuring every pupil meets their full potential academically, socially, emotionally, and physically. With around 230 pupils in the infants, and 380 pupils in the juniors, both schools work in close collaboration with one another under one headteacher to create a cohesive and supportive learning environment for our pupils and the local Airedale community.

Castleford Trust is a dynamic and inclusive Multi Academy Trust, consisting of nine schools across all phases: three secondary academies, two primary academies, two junior academies and two infant academies. All of the academies are located within the geographical area of Wakefield, forming a medium-sized trust with a strong community feel.

At Castleford Trust, our vision is "Working together to achieve excellence for all." We are deeply committed to educational excellence, ensuring every child reaches their full potential. Our Trust is an exceptional place to work, offering a supportive and dedicated team of staff who share a common goal of making a difference to the life chances of pupils. We take great pride in developing and nurturing talent by providing extensive opportunities for staff training and professional development. Whether you're an experienced educator or just starting your journey in education, Castleford Trust is a place where you can thrive, grow, and make a lasting impact.

Senior Administrator

Grade 5 SCP 7-11 FTE £26,403 - £28,142
Actual Salary £19,392 - £21,238
32.5 hours per week Mon-Fri (Term Time Only)

This role requires you to be committed, flexible and self-motivated.

You will:

- Provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner
- Have the ability to produce letters and other correspondence
- Provide effective administrative service, ensuring the work priorities are met
- Be able to work under pressure and meet tight deadlines
- Work effectively as part of a team
- Organise and place stock orders
- Maintain accurate computer records
- Produce reports as requested
- Organise school trips/events
- Reconcile trips/events
- Record and bank money in relation to school activities
- Process invoices

You will have:

- Energy, drive and enthusiasm.
- The willingness to take personal responsibility for the standard of work carried out.
- The ability to work in an organised and methodical manner.
- The ability to use own initiative.

As part of our team at Airedale Infant Academy, you will have access to a comprehensive package of wellbeing support designed exclusively for schools, providing access to a team of in-house wellbeing experts, counsellors, nurses and physiotherapists.



As part of our team at Castleford Trust, whether a teacher or support staff employee, you are automatically enrolled into an occupational pension scheme from the start date of your employment (Local Government Pension Scheme for Support Staff and Teachers' Pension Scheme for teachers).

Airedale Infant Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. For all positions at Airedale Infant Academy, you are required to complete a Disclosure Barring Service (DBS) Enhanced check prior to appointment.

Application forms can be downloaded from our website www.castlefordacademytrust.com
Completed applications should be addressed to HR at Crewe Road, Airedale, Castleford, WF10 3JU, or via email to **HRaat@castlefordtrust.co.uk**

Providing suitable interest, the closing date for applications is **is 8.00 am on Monday 9th January 2026 with interviews taking place on Tuesday 20th January 2026.**

For further details on the role please contact Shona Webb, School Business Manager on 01977 519281