



Watererton
Academy Trust

Application Pack

Capital Works Project Manager (SCA)



Job Title	Capital Works Project Manager (SCA)
Salary & Grade	Grade 10, SCP 32-35 (£42,839 - £46,142)
Contract	Full Time All Year Round
Reporting to	Head of Estates
Start Date	As soon as possible

Dear Applicant

Thank you for your interest in the role of Capital Works Project Manager (SCA) at Waterton Academy Trust.

We are pleased to present this opportunity to individuals who are passionate about leading, managing and delivering School Condition Allocation (SCA) and other capital-funded estates projects across the Trust. Working under the strategic direction of the Head of Estates, who retains overall responsibility for capital project delivery, the successful candidate will play a key role in coordinating and supporting projects to ensure they are well-managed, compliant, and effectively delivered.

The postholder will contribute to the planning, coordination, and monitoring of capital projects in line with funding requirements, accounting standards, and statutory regulations. While the Head of Estates maintains overarching accountability for programme delivery, the Project Manager will provide essential operational support across multiple sites, helping to manage timelines, budgets, and risks, and ensuring high standards of governance and reporting are maintained.

Waterton Academy Trust is a dynamic and growing multi-academy trust comprising primary, early years, and specialist settings across Wakefield and Barnsley. We are proud of our strong culture of collaboration, integrity, and ambition for all learners.

Procurement activities associated with capital works will be led by the Trust Procurement Lead. The Project Manager will support procurement processes as required, including preparing documentation, coordinating stakeholders, and ensuring compliance with Trust procedures and relevant regulations. A key aspect of the role will be driving innovation in project delivery, including identifying opportunities for efficiencies, exploring new frameworks and digital systems, and seeking collaborative approaches to maximise impact across the Trust.

This role offers the opportunity to contribute to a Trust-wide approach to capital delivery, supporting value for money and continuous improvement, while developing strong collaborative relationships with school leaders, contractors, and external partners. The postholder will also support audit processes, risk management, and continuous improvement of project systems across the Trust.

As Waterton continues to grow, there is genuine scope for this role to develop further in strategic influence and impact. We are therefore seeking an individual who is excited by the opportunity to lead a modern, professional capital project's function that supports long-term sustainability and contributes meaningfully to our educational mission.

If you are committed to strong governance, collaborative working, and delivering high-quality capital projects, we would be delighted to hear from you.

We look forward to receiving your application.

Yours sincerely,
Waterton Academy Trust

About Us

Waterton Academy Trust is a thriving and values-led partnership of schools committed to giving every child the best possible start in life.

Established in 2014 with Walton Primary Academy as its founding member, the Trust has grown steadily and strategically, guided by a strong moral purpose and a deep understanding of the communities we serve. We believe that **success is a shared experience** - every learner, every member of staff, and every school should flourish, together.

By the end of 2026, we expect to support more than 4,000 pupils across our schools, with a dedicated team of over 600 staff and an annual turnover approaching £28 million.

Our growth has not been about size alone - it reflects the strength of our educational offer, the diversity of our provision, and the depth of our partnerships.

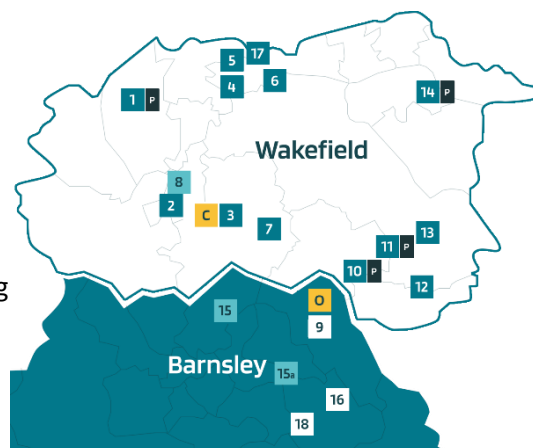
We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work.

In response to local need, our first independent special academy—Newstead Academy opened in Barnsley in 2023 and has already grown to include a satellite site based at Hunningley. Building on this success, we opened a new specialist setting - Hammer Lane Academy - in Wakefield in September 2025. These developments are a testament to our commitment to inclusive education and our ability to work alongside local partners to meet the needs of all learners.



We also know that a great start in education begins early. That's why we've expanded our offer to include four pre-school settings, with plans for further growth.

If you share our belief that all children deserve the highest-quality education and want to be part of a forward-thinking, people-centred organisation, we'd love to hear from you.



Our Locations

Waterton Offices

- C - Centre for Excellence
- O - Operations Office

Waterton Schools

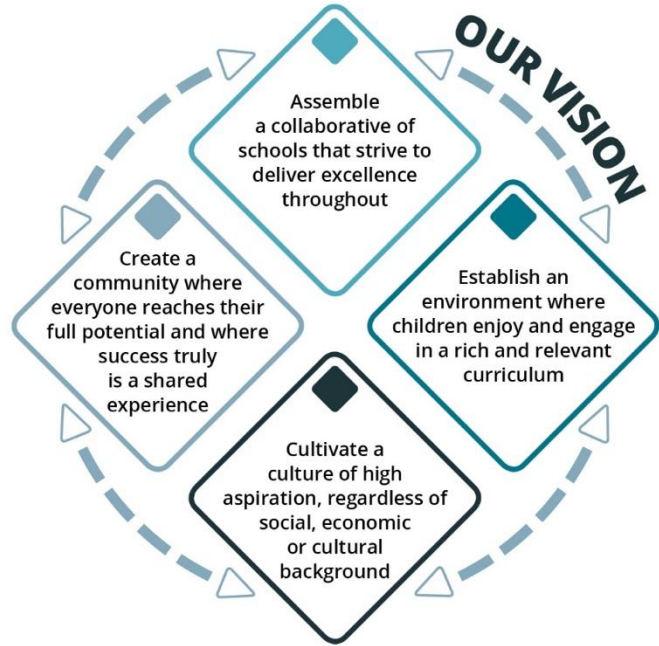
- 1 - Wrenthorpe Academy
- 1p - Wrenthorpe Pre-School
- 2 - Sharlston Community School
- 3 - Walton Primary Academy
- 4 - Normanton Junior Academy
- 5 - Lee Brigg Infant and Nursery School
- 6 - Normanton Common Primary Academy
- 7 - Crofton Infant's School
- 8 - Hammer Lane Aacademy
- 9 - Churchfield Primary School
- 10 - King's Meadow Academy
- 10p - The Meadow Pre-School
- 11 - West End Academy
- 11p - The Woodland Pre-School
- 12 - South Kirkby Academy
- 13 - Ackworth Mill Dam School
- 14 - Cherry Tree Academy
- 14p - Cherry Blossom Pre-School
- 15 - Newstead Academy
- 15a - Hunningley Academy
- 16 - Kings Oak Primary
- 17 - Alltofts Junior Academy
- 18 - Jump Primary Academy

Our Vision and Values

The Trust is proud of its shared vision and values, which are embedded across all aspects of our work.

This vision—centred on collaboration, aspiration, enjoyment, and equity—guides our actions and unites our schools in a common purpose. We aim to create a culture where success is a shared experience, every child enjoys a rich and relevant curriculum, and all pupils are supported to achieve their full potential, regardless of background.

Candidates interested in joining the Trust are encouraged to explore our vision and values to ensure they align with their own ethos and long-term aspirations.



More information

Over the past decade, Waterton has evolved into a resilient and high-performing organisation, expanding not only in scale but in the depth, diversity and sustainability of our provision.

Operating across Barnsley and Wakefield, Waterton has built a strong reputation as a trusted partner that secures sustainable school improvement.

We specialise in high-quality early years, primary and specialist education. Our growth has been values-led, ensuring collaboration, financial stability and educational integrity remain central to our model. Schools work in close partnership, sharing expertise, accessing targeted professional development and drawing on collective capacity to solve challenges effectively.

Our ambition is to create an environment where success is a shared experience- by every pupil and every colleague. We are committed to ensuring that all children, regardless of background or need, experience academic achievement, personal growth and inclusion. At the same time, we prioritise staff wellbeing, leadership development and career progression, recognising that a strong, confident workforce underpins sustained improvement.

This commitment to workforce development extends beyond our academies. Since 2020, Waterton has operated as an independent training provider, delivering education-focused apprenticeships that respond directly to workforce needs across schools and early years settings. In June 2024, our apprenticeship provision was graded Outstanding by Ofsted.

We currently offer Level 3 Teaching Assistant, Level 3 Early Years Educator and Level 5 Specialist Teaching Assistant programmes, delivered through a model that secures deep learning and strong workplace application. Our curriculum is co-designed with schools and multi-academy trusts and delivered by Qualified Teachers with current primary and specialist expertise.

In 2025–26, 88 learners will be on programme. Our 76.9% achievement rate exceeds the national average (71.2%), 100% of completing apprentices pass their End-Point Assessment, and 40% of learners on our most recent programme secured promotion following qualification. This provision strengthens recruitment, retention and leadership capacity across both our Trust and the wider education system.

At the heart of Waterton we enable educational leaders to focus on delivering exceptional teaching and learning, grounded in evidence-informed practice. Through robust operational infrastructure, financial stewardship and professional challenge and support, we remove unnecessary business burdens so that leaders can concentrate on improving outcomes for children.

Waterton combines educational integrity with strategic ambition, whilst remaining focused on sustainable expansion, workforce development and deepening our impact across the communities we serve.

Our Pupils

Waterton Academy Trust serves communities with some of the highest levels of deprivation in the region, and in the country. In response, we place children’s well-being, voice, and enrichment at the very heart of our work. We believe that every pupil, regardless of background, should feel the full benefit of belonging to a trust that puts their experience of school first.

Pupil voice is not just encouraged - it’s embedded in our decision-making. Our elected Children’s Parliament meets regularly with the CEO and Headteachers, sharing their views and shaping priorities for improvement. Their efforts were recognised nationally, receiving a letter of commendation from former Prime Minister Theresa May.

Beyond the classroom, we create rich and joyful experiences that promote creativity, confidence, and healthy living. Our roaming art gallery, Waterton’s Got Talent, and Waterton Young Chef of the Year celebrate the diverse talents of our pupils, while our annual MATlympics and extensive sports offer promote inclusion, teamwork, and well-being.

These experiences are not just events; they are integral to our mission—ensuring that every child in a Waterton school is heard, celebrated, and empowered to thrive.

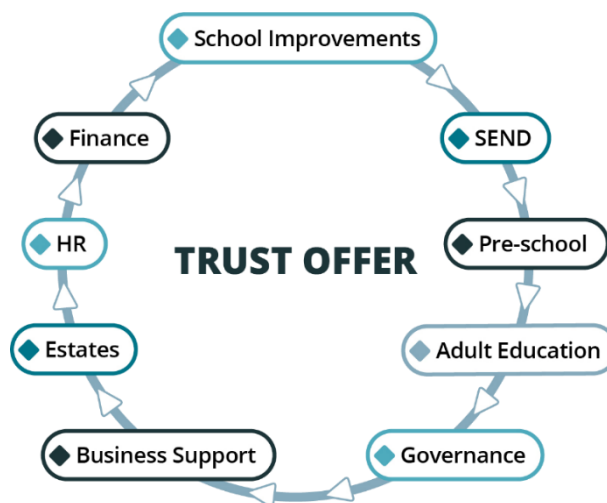


Trust Offer

At Waterton Academy Trust, we are proud to provide a consistent, high-quality offer that enables every school - regardless of size, Ofsted rating, or context - to thrive. Our Trust Offer ensures that all academies benefit from the same comprehensive package of educational and operational support, tailored to meet individual school needs while remaining accessible to all.

This offer is underpinned by our belief that school leaders should be able to focus their time and energy on what matters most: delivering excellent teaching and learning. By reducing operational burdens and providing high-quality, evidence-informed school improvement support, we create the conditions in which pupils and staff can flourish.

Our investment in a strong and expert central team means that every school can draw upon specialist support in areas such as safeguarding, governance, curriculum, finance, HR, IT, estates, marketing, and data protection. This support is complemented by access to legal advice and professional development, including high-impact CPD, leadership development, and coaching.



The Trust Offer is more than a service package - it's a reflection of our values. It supports excellence, equity, and collaboration across all Waterton schools, enabling leaders to deliver the very best for their pupils, every day.

To read about impact in 2025, please read our annual report to stakeholders on the Trust website.

<https://www.watertonacademytrust.org/academies/trust-performance/>

Job Description

Job Title	Capital Works Project Manager (SCA)
Reporting to	Head of Estates
Grade	Grade 10, SCP 32-35 (£42,839 - £46,142)

Main Purpose	<p>To support the planning, coordination and delivery of School Condition Allocation (SCA) and other capital-funded estates projects across the Trust. Working under the strategic direction of the Head of Estates, the postholder will contribute to ensuring projects are appropriately scoped, compliant, and effectively delivered in accordance with capital funding requirements, accounting standards, and statutory regulations.</p> <p>The postholder will undertake project management activities directly attributable to the development, enhancement and renewal of Trust capital assets, supporting the successful delivery of projects across multiple sites.</p> <p>The postholder will contribute to the planning, delivery, and completion of capital projects, ensuring compliance with SCA funding conditions and supporting the appropriate capitalisation of costs in line with Trust accounting policies.</p>
Key Responsibilities	<ul style="list-style-type: none"> • Support the delivery of SCA-funded capital works across the Trust, in line with SCA funding criteria and accounting standards. • Develop feasibility studies, technical briefs and project scopes for capital schemes. • Commission and manage design teams, consultants and surveyors directly attributable to capital projects. • Prepare and maintain cost plans, risk registers, programmes and project documentation. • Coordinate capital works through design, construction and handover stages, reporting progress to the Head of Estates. • Ensure all capital documentation (including H&S files, O&M manuals, warranties and compliance certification) is complete and retained for audit. • Monitor project progress against funding timelines and escalate risks where required. • Provide evidence and reporting to support SCA audit compliance. • Work with Finance to ensure capital project costs are correctly coded and directly attributable to asset creation or enhancement. • Support the capitalisation of eligible project costs in accordance with Trust accounting policy. • Maintain clear and accurate audit trails for all capital projects. <p>Strategic & Operational Project Management</p> <ul style="list-style-type: none"> • Support the planning, coordination, and monitoring of estates and construction projects across the Trust. • Assist in managing refurbishment, condition, and building services projects of varying scale and complexity.

	<ul style="list-style-type: none"> • Develop and maintain project documentation including briefs, programmes, specifications and risk registers. • Support delivery of projects through structured project lifecycle stages (e.g. RIBA or equivalent), ensuring required approvals and documentation are in place. • Monitor project performance in relation to time, cost and quality, highlighting issues to the Head of Estates. • Contribute to resolving project issues, escalating complex matters as appropriate. <p>CDM, Health & Safety & Statutory Compliance</p> <ul style="list-style-type: none"> • Support the Trust in meeting its duties under the Construction (Design and Management) Regulations. • Assist in coordinating the appointment and management of Principal Designers and Principal Contractors. • Ensure appropriate management arrangements are in place for capital works. • Monitor compliance with relevant legislation and standards, including: <ul style="list-style-type: none"> • CDM Regulations • Health & Safety at Work Act • Building Regulations • Fire, asbestos, legionella and other statutory requirements • Ensure required pre-construction information and health & safety documentation is in place. • Monitor contractor performance and site safety, escalating concerns where necessary. • Support the identification and management of estate-related risks. <p>Capital Financial & Budget Management</p> <ul style="list-style-type: none"> • Support the management of capital budgets, ensuring appropriate separation between capital and revenue expenditure. • Assist in tracking project costs and maintaining financial records to support audit and capitalisation. • Contribute to preparing capital cost estimates and budgets. • Monitor expenditure and highlight variances or risks. • Support capital funding bids (e.g. SCA, CIF) as required. • Contribute to value for money assessments across capital schemes. • Provide input into financial forecasting for capital programmes. • Support long-term capital planning aligned with condition surveys and DfE guidance. <p>Procurement & Contractor Management (Capital Schemes)</p> <ul style="list-style-type: none"> • Support procurement activities for capital schemes in line with Trust processes and statutory requirements. • Work collaboratively with the Trust Procurement Lead, who will lead on procurement strategy and tender processes. • Assist in preparing tender documentation and coordinating evaluation processes. • Support contract administration and contractor performance monitoring. • Report on contractor performance and escalate issues as required.
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	<ul style="list-style-type: none"> Support the coordination of works in occupied school environments to minimise disruption. <p>Stakeholder Management & Communication</p> <ul style="list-style-type: none"> Act as a key point of contact for estates projects, working with: <ul style="list-style-type: none"> Headteachers and academy leaders Central Trust teams Contractors and consultants Support communication of project updates and technical information to stakeholders. Coordinate works to minimise disruption to teaching and learning. <p>Strategic Capital Planning</p> <ul style="list-style-type: none"> Support the development and delivery of the Trust’s capital investment programme. Assist in the preparation of SCA returns and supporting documentation. Contribute to condition survey reviews and prioritisation of works. Support identification of projects suitable for capital funding. Provide technical input to support decision-making by senior leaders. <p>Operational Estates Support (Non-Capital Activity)</p> <ul style="list-style-type: none"> Provide technical advice on maintenance prioritisation. Support the identification of works suitable for capital funding. Contribute professional input into estates compliance discussions.
<p>Additional Duties</p>	<p>Undertake any other duties commensurate with the seniority and scope of this role, as required by the Head of Estates, CFO, Executive Team or Trustees.</p> <p>Support Trust growth, merger activity or new school onboarding from a procurement and contract due diligence perspective.</p> <p>Contribute to wider financial governance, compliance and risk management work across the Trust.</p>
<p>Expectations of All Employees</p>	<ul style="list-style-type: none"> Represent and promote Waterton Academy Trust values internally and externally Ensure that all stakeholders receive an excellent customer service experience in all dealings with you and with Waterton Academy Trust Deliver your day-to-day duties consistently with the agreed service level Actively promote and act, at all times, in accordance with Trust policies, e.g. Code of Conduct, Health and Safety, Equal Opportunities and Safeguarding Make a commitment and contribution to the overall ethos and values of the trust, upholding these in all activities connected with the role Undertake other duties commensurate with the job level Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct
<p>Working Conditions</p>	<p>Flexible working arrangements are in place, with a working schedule to be agreed with the successful candidate.</p>
<p>Characteristics of the Post</p>	<p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p>

	<p>The employment checks are required:</p> <ul style="list-style-type: none">• Evidence of entitlement to work in the U.K.• Evidence of essential qualifications – see job specification• Two satisfactory references• Confirmation of medical fitness for employment• Registration with appropriate bodies (where applicable) <p>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults: Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</p>
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Person Specification – Capital Works Project manager (SCA)

AF: Application Form
OT: Occupational Task

CQ: Certificates/Qualifications
I: Presentation

I: Interview
R: Reference

Qualifications	Essential	Desirable	Assessed
Degree, HNC/HND or equivalent in Construction Management, Building Surveying or related discipline.		X	CQ, AF, R, I
PRINCE2, APM or equivalent project management qualification.		X	CQ, AF
NEBOSH, IOSH or equivalent health and safety qualification.		X	CQ, AF
Membership of a relevant professional body (e.g. CIOB, RICS).		X	AF, I
Experience	Essential	Desirable	Assessed
Substantial experience managing capital construction projects.	X		AF, R, I
Experience delivering CDM-regulated works.	X		AF, R, I
Experience acting on behalf of a Client within a CDM framework.	X		AF, R, I
Experience managing capital budgets and project cost control.	X		AF, R, I
Proven ability to manage multiple capital projects across multiple sites.	X		AF, R, I
Experience delivering projects in occupied environments.	X		AF, R, I
Strong working knowledge of health & safety legislation and statutory building compliance.		X	AF, R, I
Experience of managing construction contracts and monitoring contractor performance, quality and programme delivery.	X		AF, R, I
Experience working with multiple stakeholders including senior leaders, site staff, consultants and contractors.		X	AF, R, I
Experience identifying and managing project risks, programme delays and cost pressures.		X	AF, R, I
Experience overseeing project completion, snagging, documentation and asset handover.	X		AF, R, I
Skills	Essential	Desirable	Assessed
Ability to operate with significant autonomy and professional accountability.	X		AF, R, I,
Strong analytical, planning, and organisational skills.	X		AF, R, I
Ability to prioritise workloads and manage competing deadlines across multiple projects.	X		AF, R, I
Ability to manage projects of varying scale and complexity, including major capital works and smaller ad hoc projects.	X		AF, R, I
Excellent stakeholder communication skills.	X		AF, R, I
Strong problem-solving skills and sound professional judgement.	X		AF, R, I
Strong IT skills including Microsoft Office, project planning software and digital document management systems.		X	AF, R, I

Ability to produce reports for senior leaders and Trustees.	X		AF, R, I
Ability to build effective working relationships with school leaders, site teams and external partners.		X	AF, R, I
Commitment to safeguarding, safety, and public accountability.	X		AF, R, I
Personal Attributes	Essential	Desirable	Assessed
High level of integrity and commitment to public accountability.	X		AF, R, I
Collaborative team player with the ability to build strong relationships across the Trust and with external partners.	X		AF, R, I
Detail-oriented with strong organisational skills.	X		AF, R, I
Confident working with senior leaders and school-based staff.		X	AF, R, I
Proactive and solution focused.	X		AF, R, I
Calm and resilient under pressure.	X		R, I
Suitability to work with children and young people	Essential	Desirable	Assessed
Satisfactory DBS disclosure and standard Trust pre-secondment checks	X		AF, R, I
Ability to work in a way that promotes the safety and well-being of learners	X		AF, R, I

Next Steps

For further information about the opportunity please contact admin@watertonacademytrust.org for a confidential conversation.

To Apply

Please submit applications via My New Term.

<https://mynewterm.com/jobs/5228/EDV-2026-WAT-45303>

Selection Timeline

Closing Date: 15th May 2026, 12 Noon

Shortlisting: 18th May 2026

Interviews: 28th May 2026

Start Date: As soon as possible

Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. An enhanced DBS check is required for the successful candidate, this process is completed by an online third party company. The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of interview.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request. Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.

It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.