



Application Pack

Trust Administration Assistant



Job Title	Administration Assistant
Salary & Grade	G4 £25,583-£25,989
Contract	Permanent
Reporting to / line managed by	Senior Executive Assistant to ELT
Start Date	ASAP

Dear Applicant

Thank you for your interest in the role of Administration Assistant at Waterton Academy Trust.

We are delighted to share this opportunity with individuals who are organised, proactive and committed to supporting the administrative function of a growing and ambitious organisation.

Waterton Academy Trust is a dynamic and expanding multi-academy trust, comprising primary, early years and specialist settings across Wakefield and Barnsley. As the Trust continues to grow in size, complexity and impact, so too does the need for a strong and effective administration team to ensure the smooth operation of the organisation.

This position is based within the Trust Central Team, working alongside colleagues across a range of departments. Based at the Centre for Excellence (on the site of Walton Primary Academy) the successful candidate will be situated at the heart of the Trust's operations.

The Administration Assistant will play a key role in supporting colleagues, offering a warm and welcoming reception service, supporting the Trust's Children's Parliaments and associated events and being part of an experienced and supportive administration team.

This is a varied and rewarding role that requires strong organisational skills, attention to detail, discretion and the ability to build positive relationships with a wide range of stakeholders.

We are seeking an individual who is excited by the opportunity to contribute to the educational experiences of children and to play an important part in the Trust's ongoing success.

If you are looking for a role where you can make a meaningful contribution to the work of a growing Trust, we would be delighted to hear from you.

We look forward to receiving your application.

Yours sincerely,

Dave Dickinson

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.

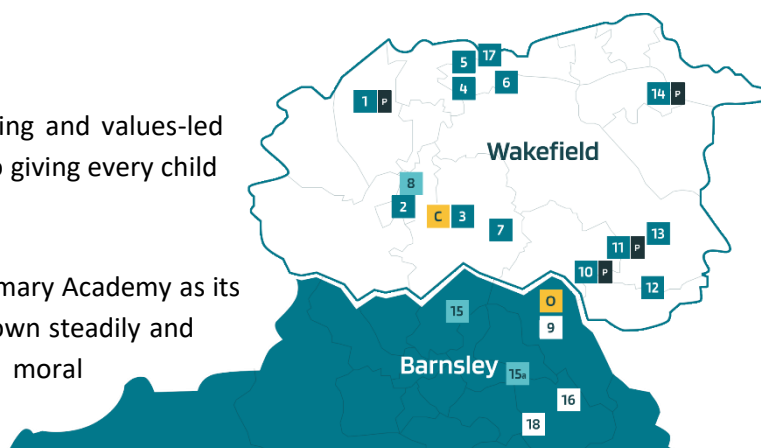
We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work. Our Trust continues to grow, with King's Oak Primary joining us in September 2025, and two other schools in the pipeline for growth.

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 have 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 Academy
- 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 - Allot's 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.



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.

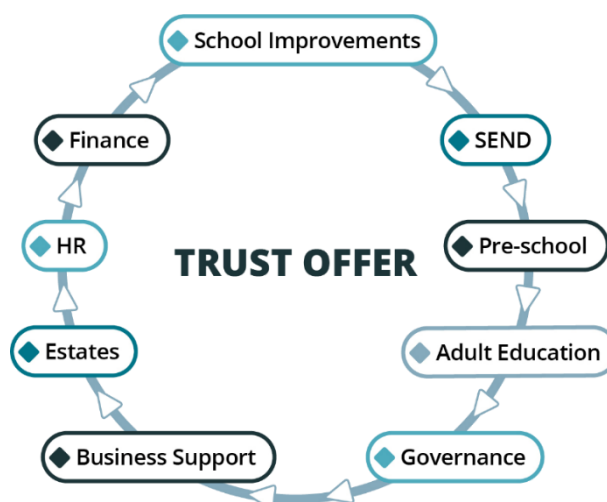


Trust Offer

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 please read our annual report to stakeholders on the Trust website.

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

Job Description – Administration Assistant

Job Title	Administration Assistant
Reporting to	Senior Executive Assistant to ELT
Grade	Grade 4
Hours	37 hours per week, all year round
Location	Centre for Excellence, WF2 6LD

Overall purpose of the post	The Administration Assistant plays a key role in ensuring the smooth and efficient day-to-day operation of the Centre for Excellence providing high-quality administrative and reception support across a busy, shared service environment. As the first point of contact for visitors, the postholder represents the Trust and Centre for Excellence in a highly visible front-of-house role, and is expected to consistently demonstrate professionalism, warmth and high standards of customer service. The role is central to creating a welcoming, well-organised and responsive environment, ensuring that all visitors, staff and stakeholders receive an excellent first impression and effective support. A key priority of the post is to support the coordination and delivery of Trust-wide events, meetings and training, working closely with colleagues across teams to ensure the Centre for Excellence operates effectively and provides a high-quality experience for all users. The postholder will contribute to the effective operation and continuous improvement of administrative systems, processes and events across the Trust.
Key Responsibilities	Reception and Office Administration • Undertake reception duties, acting as the first point of contact for visitors, telephone enquiries and general correspondence. • Monitor and manage reception telephone and email enquiries, responding where appropriate and directing enquiries to the relevant colleague, school or department. • Maintain visitor records and support contractor and visitor access arrangements in line with Trust procedures. • Provide first aid and welfare support on site, subject to appropriate training. • Provide a timely, courteous and efficient service to all stakeholders, liaising with colleagues and external organisations as required. • Manage room booking diaries and support the management of Centre for Excellence (CfE) spaces and events. • Prepare, set up and service meeting rooms, training spaces and event venues, including refreshments, hospitality arrangements and basic IT requirements. • Ensure meeting and training spaces are prepared and ready for use. • Sort and distribute incoming and outgoing mail. • Hold responsibility for the management of the general office email account. • Undertake word processing, data entry and other IT-based tasks. • Provide general administrative support including photocopying, scanning, filing, document preparation, formatting documents, preparing meeting packs and distributing materials.

	• Follow established administrative systems and processes and contribute to their development and improvement. • Maintain office equipment logs and report building, maintenance or IT issues to the appropriate teams. • Support health and safety procedures and ensure reception and communal areas remain safe, secure and presentable. • Monitor and maintain stocks of stationery, hospitality supplies and other office provisions, ensuring adequate stock levels are maintained at all times. Administrative Support • Provide administrative support to the Senior Executive Assistant, including meeting arrangements, preparation of papers and routine diary administration as directed. • Coordinate the administration and operational delivery of the Waterton Children's Parliament, including promotion, elections, meeting arrangements, events and associated activities, working with the relevant Trust leaders. • Support and coordinate Trust-wide events and competitions, including pupil-facing events such as the Young Chef Competition, Waterton's Got Talent and other Trust initiatives. • Provide administrative support to Trust networks, school improvement leaders and central Trust teams, including room bookings, correspondence, attendance registers, name lists, printing and resource preparation. • Provide administrative support to moderation activities, apprenticeship programmes and professional development events. • Prepare training materials and support the distribution of resources and documentation for meetings, events and professional development activities. • Maintain administrative records, databases and trackers, ensuring information is accurate and up to date. • Work collaboratively with colleagues across multiple schools and departments to support Trust priorities and activities. • Produce lists, reports and other routine documentation as required. • Attend meetings and take accurate notes and minutes when required. • Use the Trust's finance system to raise purchase orders and order supplies. • Support the setup and delivery of meetings, training events and conferences, including room preparation, refreshments and technology requirements. • On occasion, support other Trust sites, including schools, with the provision of administrative, reception and business support services. • Act as the central point of coordination for Trust minibus operations, managing booking arrangements and responding to enquiries from schools and stakeholders. • Maintain accurate records relating to the Trust minibus, including bookings, servicing schedules, insurance documentation, MOT requirements, permits and driver records. • Liaise with schools, suppliers and external providers to ensure the Trust minibus remains safe, compliant and available for use.
Expectations of All Employees	• 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
Additional Information	The duties and responsibilities highlighted in this job specification are indicative of the type of duties within the role and they may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post. The grade of the post has been established on this basis.
Working Conditions	Based primarily at the Centre for Excellence. The postholder is required to work on site during core business hours to support reception and front-of-house operations. Occasional travel to other Trust sites may be required. Annual leave may be taken throughout the year subject to operational requirements.
Characteristics of the Post	Employees are encouraged to participate in training activities in order to enhance their own personal development. The employment checks are required: • 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) 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.

Person Specification – Administration Assistant

AF: Application Form
OT: Occupational Task

CQ: Certificates/Qualifications
I: Presentation

I: Interview
R: Reference

Qualifications	Essential	Desirable	Assessed
GCSE Grade C/4 or above, or equivalent, in English and Mathematics	X		AF/OT/C Q/R
Level 3 qualification in Business Administration, Customer Service or a related discipline, or equivalent relevant experience		X	AF/OT/C Q/R
Evidence of relevant professional development or training		X	AF/OT/C Q/R
Experience	Essential	Desirable	Assessed
Experience of providing administrative support within a busy office or service environment	X		AF/I/R
Experience of providing a professional and responsive customer or reception service	X		
Experience of organising meetings, events or activities and associated practical arrangements	X		
Experience of maintaining accurate records and producing administrative documents and information	X		
Experience of working within a school, Multi-Academy Trust, public sector or similarly complex organisation		X	
Skills	Essential	Desirable	Assessed
Strong organisational skills, with the ability to manage a varied workload and meet deadlines	x		AF/I/OT
Good written and verbal communication skills, with the ability to communicate professionally with a wide range of people	x		AF/I/OT
Good attention to detail and the ability to produce accurate, well-presented work	x		AF/I/OT
Competent in the use of Microsoft Office applications, including Outlook, Word, Excel and Teams	X		AF/I
Ability to provide a welcoming, professional and responsive service to visitors, colleagues and other stakeholders	X		AF/I
Ability to follow established administrative systems and procedures accurately and consistently	X		AF/I
Ability to organise meetings and events, including room bookings, resources, refreshments and other practical arrangements	X		AF/I
Ability to use initiative to resolve routine issues and recognise when matters should be referred or escalated	X		AF/I
Ability to use digital systems and technology confidently and learn new systems as required	X		AF/I
Knowledge and Understanding	Essential	Desirable	Assessed
Understanding of the importance of confidentiality, discretion and appropriate handling of information	X		AF/I/OT
Understanding of good customer service and the importance of representing the Trust professionally	X		AF/I
Understanding of the importance of accurate record keeping and effective administrative systems	X		AF/I

Understanding of safeguarding responsibilities when working within an organisation supporting children and young people	X		AF/I
Awareness of data protection requirements within an administrative environment		X	AF/I
Knowledge or understanding of the education sector and Multi-Academy Trust environment		X	AF/I
Personal Attributes	Essential	Desirable	Assessed
Professional, approachable and welcoming	X		AF/I
Calm and courteous when dealing with competing demands or unexpected situations	X		AF/I
Proactive and willing to take responsibility for completing allocated tasks	X		AF/I
Flexible and adaptable in response to changing priorities	X		AF/I
Positive and collaborative, with a willingness to support colleagues across the Trust	X		AF/I
Demonstrates the Trust's values and expected standards of professional conduct	X		AF/I
Other Requirements	Essential	Desirable	Assessed
Ability and willingness to work on site at the Centre for Excellence during core business hours to support reception and front-of-house operations	X		AF/I
Ability to travel to other Trust sites when required	X		AF/I
Willingness to support occasional Trust events or activities outside normal working arrangements, with appropriate notice	X		AF/I
Willingness to undertake appropriate first aid training and provide first aid and welfare support as required	X		AF/I
Commitment to safeguarding and promoting the welfare of children and young people	X		AF/I
Suitability to work with children and young people	Essential	Desirable	Assessed
Satisfactory enhanced DBS disclosure and completion of all required Trust pre-employment checks	X		AF, R, I
Commitment to safeguarding and promoting the welfare of children and young people, and learners	X		AF/I

Next Steps

For further information about the opportunity please contact admin@watertonacademytrust.org

To Apply

Please submit applications via My New Term.

Selection Timeline

Closing Date: 23/09/2026

Shortlisting: 24/09/2026

Interviews: 30/09/2026

Start Date: ASAP

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.