



Application Pack

Senior Executive Assistant to the
Executive Leadership Team



Job Title	Senior Executive Assistant to the Executive Leadership Team
Salary & Grade	Grade 8 / 9 £31,579-£37,570 (FTE £35,412 to £41,771) dependant on experience
Contract	37 hours per week Term Time + 2 weeks
Reporting to	Chief Executive Officer, Deputy Chief Executive Officer, and Chief Finance and Operations Officer. Line Managed operationally by the Head of People and Partnerships
Start Date	1 st September 2026

Dear Applicant.

Thank you for your interest in the role of Senior Executive Assistant to the Executive Leadership Team at Waterton Academy Trust.

We are delighted to share this opportunity with individuals who are highly organised, proactive and committed to supporting effective leadership within 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 executive function to support strategic leadership and ensure the smooth operation of the organisation.

The Executive Leadership Team (ELT) consists of the Chief Executive Officer, Deputy Chief Executive Officer and Chief Finance Officer. Together, they provide strategic direction and leadership across all aspects of the Trust's work. This new role reflects the increasing demands on the Executive Team and the importance of providing high-quality professional support that enables leaders to focus on delivering the Trust's vision and priorities.

The Senior Executive Assistant will play a key role in supporting the ELT through the coordination of diaries, meetings, communications and strategic projects.

This is a varied and rewarding role that requires exceptional organisational skills, attention to detail, discretion and the ability to build positive relationships with a wide range of stakeholders. The successful candidate will be at the heart of the Trust's executive function, contributing to the effectiveness of leadership across our family of schools.

We are seeking an individual who is excited by the opportunity to contribute to a high-performing executive team and play an important part in the Trust's ongoing success.

If you are passionate about providing outstanding professional support and 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.

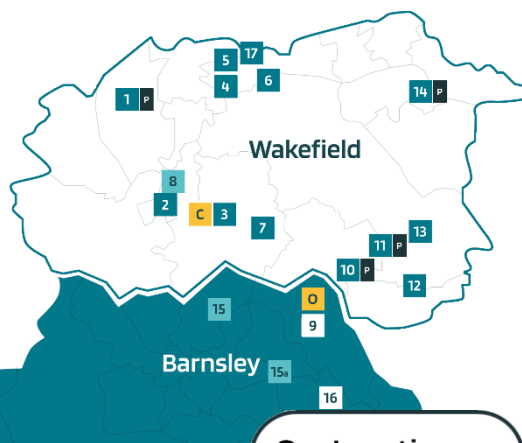
We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work.

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 - Allotts 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.

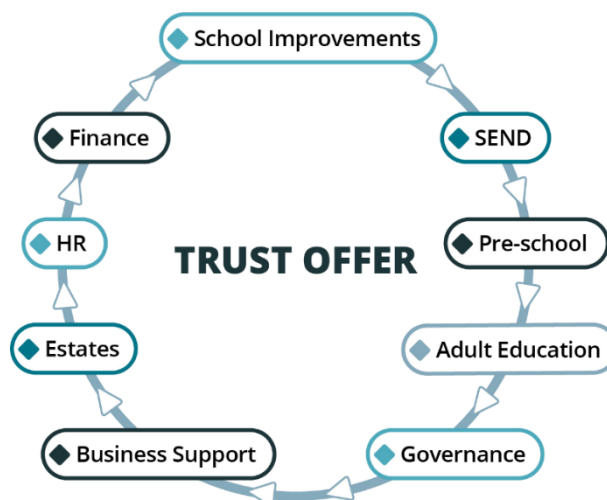


Trust Offer

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

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

Job Description – Senior Executive Assistant to the Executive Leadership Team

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Salary & Grade	Grade 8 / 9 £35,412 to £41,771 dependant on experience
Contract	37 hours per week Term Time + 2 weeks

Main Purpose	<p>To provide high-level, proactive executive support to the Executive Leadership Team (ELT), ensuring the effective coordination of priorities, communication, and decision making.</p> <p>The role will enable the smooth running of executive functions through expert diary and meeting management, high-quality administrative support, and the handling of sensitive and complex matters with discretion. The postholder will work closely with colleagues and stakeholders across the Trust, supporting strategic planning, governance processes, and organisational effectiveness.</p>
Key Responsibilities	<ul style="list-style-type: none"> • Provide a high level of executive support to ELT members, ensuring effective organisation, prioritisation and delivery of key activities. • Provide complex diary management for ELT members, balancing competing priorities and ensuring efficient use of time. Anticipate needs and proactively manage schedules in line with Trust priorities and deadlines. • Act as a key point of contact for internal and external stakeholders, building and maintaining effective professional relationships and ensuring timely, high-quality communication on behalf of ELT. • Schedule and coordinate meetings across internal and external stakeholders, ensuring all logistical arrangements are in place. • Prepare high-quality meeting briefing packs, agendas and supporting documentation, collating relevant information as requested by executives. • Attend meetings as requested by ELT, taking accurate minutes/notes and ensuring these are distributed in a timely manner. • Maintain ELT and CLT action logs, proactively tracking actions and following up with members of CLT/other relevant stakeholders to ensure completion. • Monitor and prioritise executive email inboxes where appropriate, responding on behalf of ELT and highlighting key actions and risks. • Draft routine correspondence and support the preparation of reports, presentations and corporate documents to a high professional standard. • Support ELT with forward planning, maintaining executive planners and ensuring alignment with Trust priorities and key events. • Coordinate and track key projects and priorities on behalf of ELT, monitoring progress and escalating risks or delays where appropriate.

	<ul style="list-style-type: none"> • Manage travel arrangements and logistics for ELT as required. • Maintain accurate and up-to-date executive contact lists and effective filing systems to ensure efficient retrieval of information. • Manage confidential and sensitive information with a high level of discretion, professionalism and judgement at all times. • Work collaboratively with colleagues across Waterton to support cross-Trust activity and resolve issues. • Produce reports and collate information to support ELT decision-making. • Lead and line manage the central administrative team, providing effective leadership, support and performance management to ensure a high-quality, responsive and efficient administrative function across the organisation. • Oversee the allocation, coordination and quality assurance of administrative support services, ensuring resources are deployed effectively to meet the needs of the Trust. • Coordinate the collation and quality assurance of reports, papers and supporting documentation for Trustees and Trust committees on behalf of ELT, ensuring deadlines are met and information is presented to a high professional standard. • Attend specific meetings as directed by ELT, providing administrative and governance support as required. • Use Trust-approved digital and artificial intelligence tools to enhance productivity, streamline administrative processes and support the effective delivery of the role, ensuring compliance with Trust policies and data protection requirements. • Identify opportunities to improve administrative systems, processes and ways of working, promoting efficiency and continuous improvement across the executive and administrative functions. • Use the Trust's finance systems to raise purchase orders and manage central expenses on behalf of ELT. • Support performance review processes through the preparation and coordination of documentation. • Ensure all work aligns with Trust policies, governance requirements and confidentiality standards.
<p>Additional Duties</p>	<p>Undertake any other duties appropriate to the grade and responsibilities of the post as reasonably directed by ELT.</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>Additional Information</p>	<p>The normal place of work for this post is the Centre for Excellence, Walton. Opportunities for occasional home working may be available where appropriate and in line with Trust policies, operational requirements and the needs of the role.</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>

Person Specification – Senior Executive Assistant to the Executive Leadership Team

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
Evidence of continuing professional development.	X		AF
Project management qualification.	X		AF
Experience	Essential	Desirable	Assessed
Significant experience providing high-level administrative or executive support to senior leaders.	X		AF, I, R
Experience of managing complex diaries, competing priorities and confidential information.	X		AF, I, R
Experience of preparing reports, presentations, agendas and meeting documentation.	X		AF, I, R
Experience of taking accurate minutes and maintaining action logs.	X		AF, I, R
Experience of line managing staff and supporting performance management processes.	X		AF, I, R
Experience supporting executive leaders within a Multi-Academy Trust, school or public sector organisation.		X	AF, I
Experience supporting governance functions, including Trustee or Board meetings.		X	AF, I
Experience of coordinating Trust-wide or organisational projects.		X	AF, I
Experience of managing budgets, purchase orders or financial administration processes.		X	AF, I
Experience of leading or managing an administrative team across multiple sites or functions.		X	AF, I
Experience of implementing service improvements or administrative efficiencies.		X	AF, I
Skills	Essential	Desirable	Assessed
Excellent organisational and time management skills, with the ability to manage multiple priorities simultaneously.	X		AF, I, R
Outstanding written and verbal communication skills, with the ability to build effective relationships with a range of stakeholders.	X		AF, I
Highly proficient in Microsoft Office applications, including Outlook, Word, Excel, PowerPoint and Teams.	X		AF, I, R
Ability to produce accurate, high-quality documentation to tight deadlines with strong attention to detail.	X		AF, I, R
Ability to work independently, use initiative and solve problems effectively.	X		AF, I, R

Strong leadership and people management skills.	X		AF, I, R
Experience of using AI-powered productivity tools within a professional environment.		X	AF, I, R
Advanced project coordination skills.		X	AF, I, R
Knowledge and Understanding	Essential	Desirable	Assessed
Understanding of the importance of confidentiality, discretion, professional integrity and data protection requirements.	X		AF, R, I
Understanding of effective administrative systems, stakeholder management and customer service principles.	X		AF, R, I
Awareness of how digital technologies can support organisational effectiveness, efficiency and continuous improvement.	X		AF, I
Knowledge of the education sector and the Multi-Academy Trust landscape.		X	AF, I
Understanding of how artificial intelligence can be used safely and effectively within administrative functions.		X	AF, I
Personal Attributes	Essential	Desirable	Assessed
Professional, approachable and highly credible.	X		AF, R, I
Able to maintain discretion and confidentiality at all times.	X		R
Proactive, resourceful and solution-focused.	X		AF, R, I
Calm and resilient under pressure.	X		R, I
Highly motivated with a strong commitment to excellence.	X		AF, R, I
Flexible and adaptable in response to changing priorities.	X		AF, R, I
Committed to continuous improvement and personal development.	X		AF
Demonstrates integrity and professionalism in all aspects of work.	X		R
Other	Essential	Desirable	Assessed
Willingness to attend meetings outside normal working hours on occasion, with appropriate notice.	X		AF, I
Ability to travel between Trust sites as required.	X		AF, 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 Lauren Nicoll, Head of People and Partnership lnicoll@watertonacademytrust.org

To Apply

Please submit applications via My New Term.

Selection Timeline

Closing Date: Monday 13th July 2026

Shortlisting: Monday 13th July 2026

Interviews: Monday 20th July 2026

Start Date: 1st September 2026

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.