



Application Pack

Administration Officer



Job Title	Administration Officer
Salary & Grade	Grade 4 SCP 5-6 £21,342-£21,681 (FTE £25,583-£25,989)
Contract	37 hours per week, Fixed term until 31.08.2027
Reporting to	Head of SEND and Inclusion
Start Date	ASAP

Dear Applicant

Thank you for your interest in the role of Administration Officer.

Waterton Academy Trust is delighted to be advertising for an Administration Officer to join our SEND provision. We are seeking an exceptional and forward-thinking individual to join our dedicated, friendly team. This incredibly exciting and rewarding role is integral to the ongoing success of our SEND offer and the successful candidate will play a key part in providing a professional support service to our SEND team.

The position is based at Newstead Academy and providing support to our wider SEND team, you must be able to drive between the sites.

We provide an environment, which will empower pupils to make progress providing the support required to develop according to their personal needs as identified in their Education Health and Care Plan.

Work will be fast paced and you will be supporting the SEND team in the growth of our provisions. The successful candidate will provide support to all settings in a range of areas including general administration, finance administration, complex correspondence, and reception/visitor matters to ensure that the school meets its obligations in all key areas to pupils, parents, staff and the wider Waterton community.

You should be highly organised and a confident communicator who is capable of dealing with pupils, parents/carers, colleagues and external agencies.

This is a wonderful opportunity to join a forward-thinking organisation where you will be supported to succeed

We look forward to receiving your application.

Warm Regards,

Laura Thresh

Head of SEND and Inclusion

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.

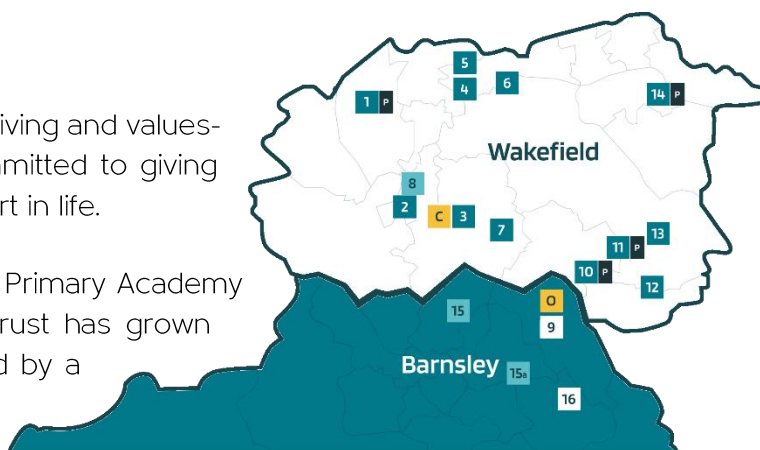
We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work. Our Trust continues to grow, with King's Oak Primary joining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

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.



About The Provision

We are looking for skilled and dedicated staff to form our hardworking team on our journey offering unique and exciting opportunities to develop innovative ways of working.

We have grown our specialist provisions and offer over the last 4 years. We are proud of our work in this area.

Our SEN unit at Churchfield Primary was our first specialist setting opening in 2021.

Newstead Academy officially opened in September 2023 as our first stand alone Specialist setting. At Newstead, we are committed to creating an inclusive environment where every student can thrive and truly be the very best that they can be. In September 2024 we opened Newstead Hunningley a satellite provision of Newstead. In September 2025 we opened Hammer Lane Academy our first specialist setting within Wakefield.

Our specialist provisions provide an excellent learning environment for children who have complex communication and interaction difficulties and who have an EHCP (Education Health Care Plan).

Our vibrant provisions are child centred and innovative in its approach. This is an exciting opportunity for candidates who would like to become part of a dedicated multi professional team developing a creative engaging curriculum and a safe secure and happy environment for all.

We are very proud of our diverse and highly inclusive community. Candidates need to be committed to delivering the best learning opportunities for every child and remove the learning challenges some of our children face so that every child succeeds.

Our aim is to create a happy and inspiring environment with highly skilled and trained staff that help to support children to thrive and achieve their true potential in an environment that is best suited to their needs.

We are looking to form a team of highly skilled staff who work tirelessly to ensure successful outcomes and enjoyable learning experience for our children, a team that truly embodies the values of the organisation and are extremely committed to providing a happy, engaging, and safe environment for all.

We are looking forward to welcoming new members of the team to this new role. With such a supportive team, you will soon feel like you have been here forever!

Yours sincerely

Laura Thresh

Head of SEND and Inclusion

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.

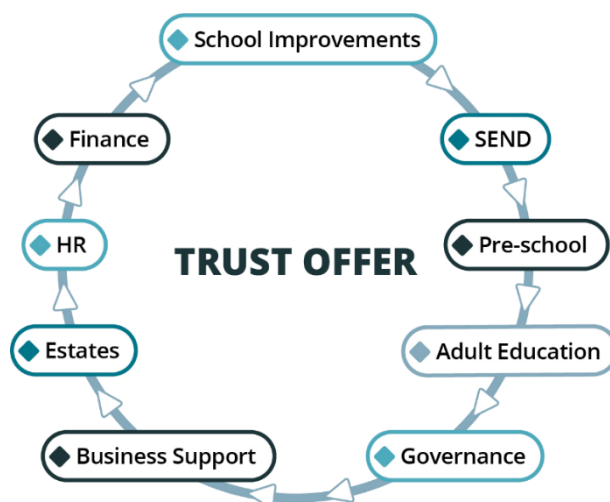


Trust Offer

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 2024, please read our annual report to stakeholders on the Trust website.

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

Job Description – Administration Officer

Job Title	Administration Officer
Reporting to	Head of SEND and Inclusion
Grade	Grade 4

Key Responsibilities	• Provide general administrative and financial support to the school. • Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors. • Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc. • Assist in arrangements for school trips, events etc. • Monitor attendance and attend discussions with EWO and senior staff. • Ensure that daily registers are completed and logged appropriately. • Provide general clerical/admin., support e.g. photocopying, filing, complete standard forms, respond to routine correspondence. • Maintain manual and computerised records/management information systems. • Produce lists/information/data as required e.g. pupil's data. • Undertake typing and word-processing and other IT based tasks. • Take notes at meetings. • Sort and distribute mail. • Undertake administrative procedures. • Maintain and collate pupil reports. • Undertake routine administration of school lettings and other uses of school premises. • Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet). • Maintain stock and supplies, cataloguing and distributing as required. • Assist in the collection, recording and banking of money in relation to school activities. • Provide general advice and guidance to staff, pupils and others. • Undertake general financial administration e.g. processing orders.
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

Working Conditions	Office based. Some ad hoc travel across the Trust may be required to attend training/events. Deal with more complex reception/visitor matters which may involve some exposure to casual verbal abuse.
Additional Information	The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders 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.
Customers and Clients	Provide face to face reception service dealing with children and visitors to the school e.g. parents. Providing general information, advice and guidance on established internal school procedures.
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 Officer

AF: Application Form

OT: Occupational Task

CQ: Certificates/Qualifications

I: Presentation

I: Interview

R: Reference

Qualifications	Essential	Desirable	Assessed
5 GCSE passes including English and Maths (Grade C or above) or equivalent level 2 qualifications or willingness to work towards this	X		AF/OT/CQ/R
NVQ 2 or equivalent qualification e.g. I.L.M. Certificate in Team Leading, OR Support Work In Schools (SWiS) Level 2 OR	X		AF/OT/CQ/R
Experience in relevant discipline	X		AF/OT/CQ/R
Experience	Essential	Desirable	Assessed
General clerical/ administrative/ financial work	X		AF/I/R
Abilities, Skills, Knowledge	Essential	Desirable	Assessed
Appropriate knowledge of First Aid		x	AF/I/OT
Effective use of ICT packages	x		AF/I/OT
Use of relevant equipment/ resources	x		AF/I/OT
Good keyboard skills	x		AF/I/OT
Knowledge of relevant policies/codes of practice & awareness of relevant legislation		x	AF/I/OT
Ability to relate well to children and adults	X		AF/I
Work constructively as part of a team, understanding school roles & responsibilities and your own position within these	X		AF/I
Ability to identify own training & development needs & cooperate with means to address these seek learning opportunities	X		AF/I
General clerical skills involving use of keyboard and mouse	X		AF/I
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	X		AF/I
Committed to professional development in connection with the post	X		AF/I
Work in accordance with the Trust's core values and behaviours	X		AF/I
Travel in connection with the post	X		AF/I
A commitment to equality/diversity in the workplace and the wider educational community	X		AF/I
A commitment to safeguarding and promoting welfare for all	X		AF/I
The ability to work in a way that promotes the safety and wellbeing of children and young people.	X		AF/I
General clerical skills involving use of keyboard and mouse	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 Laura Thresh on 01924 967610 or lthresh@watertonacademytrust.org

To Apply

Please submit applications via My New Term.

Selection Timeline

Closing Date: Wednesday 23rd September 2026 - midday

Shortlisting: Wednesday 23rd September 2026

Interviews: Week commencing Monday 28th September 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.