



Application Pack

Clerk to Academy Standards
Committee (Governors)



Job Title	Clerk to Academy Standards Committee (Governors)
Salary & Grade	£110 per meeting
Contract	- To Clerk a minimum of 3 schools - Each school has 3 meetings per year (one per term) - Therefore, clerking is required for at least 9 meetings per year. - More schools are available for the right candidate
Reporting to	Head of Governance and Company Secretary
Start Date	ASAP

Thank you for your interest in the role of Clerk to Academy Standards Committee.

Waterton Academy Trust, a trust of 16 primary phase schools in the Wakefield and Barnsley areas, is looking to add to its team of professional Clerks to support governance of the Trust and its academies. The Trust has enjoyed much positive press recently, regarding school improvement in challenging schools and is widely acknowledged as a desirable employer. We are in an exciting time as our central team is growing, and we are seeking new Clerks to join this friendly and welcoming team.

Our team of Clerks work successfully with a supportive Head of Governance and Governance team, as well as academy leaders and Governors. This is a fantastic opportunity to develop governance, administration and communication skills in a forward-thinking Trust. With the exception of attendance at meetings, all work can be completed flexibly at home; the successful applicants will therefore need to be self-motivated and have a pro-active approach to their workload.

A robust training programme will be provided for successful applicants, and support will be delivered from the central Trust team thus no previous governance experience is required though strong experience in the administrative field is essential, and minute taking experience is desirable. The Trust will also work with applicants to identify suitable schools based on location and timings to ensure best outcomes.

We look forward to receiving your application.

Warm Regards,

Laura Clark
Head of Governance and Company Secretary

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.

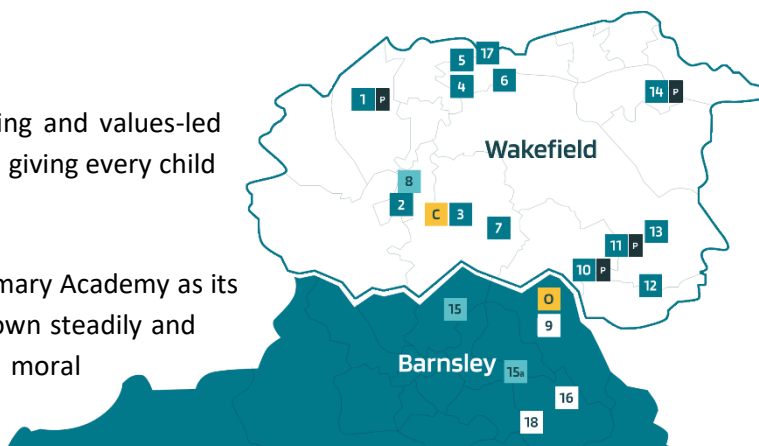
We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work.

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 Trust Central Team provide efficient and high-quality service to myself as Headteacher and the school. Having such a crucial role within our Central Team structure is invaluable as we have made savings through key contract reviews which impacts the school and our children positively.

Luke
Executive Headteacher



Waterton Academy Trust, Centre For Excellence, Walton Primary Academy, The Grove, Wakefield, WF2 6LD

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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.

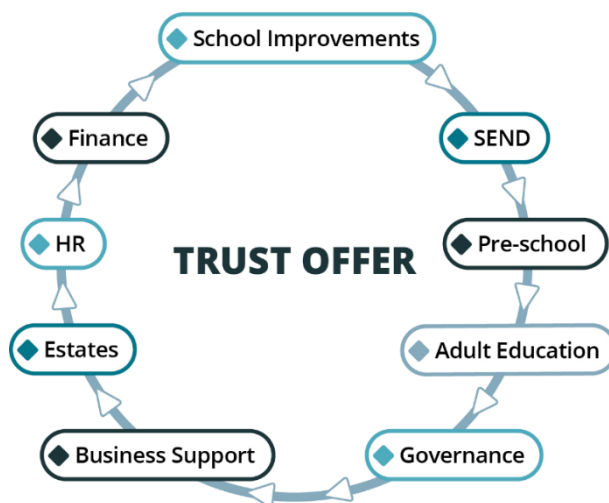


Trust Offer

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/>

About the role – Clerk to Academy Standards Committee

Job Title	Clerk to Academy Standards Committee (Governors)
Reporting to	Head of Governance and Company Secretary
Grade	£110 per meeting

Main Purpose	- Attendance at 3 evening or afternoon meetings per year, per school (start times between 3:30pm – 5:30pm) - Taking and producing accurate, professional and comprehensive minutes of the meetings. - Communicating important meeting updates to the governance team in an accurate and timely fashion. - Responsibility for advising the Governors on procedural, constitutional and governance matters (with direction and support from the governance team). - Utilising Microsoft Teams (training provided)
We are looking for someone who:	- Is able to maintain confidentiality. - Has excellent administrative and communication skills. - Can work flexibly. - Has the ability to work on their own initiative with the minimum of supervision (from home) - Ideally has some experience of minute taking - Can work as part of the whole school/Trust team
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 above 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.
Responsibilities for Resources	Employees (Supervision): None Financial: None Physical: Support the formation and organisation of legally binding and confidential minutes.

Customers and Clients	Internal: Staff within the Central Team and individual academies, including SLT and Headteachers External: Community and parent governors.
Working Conditions	The post is predominantly home based with the requirement of travel to our academies.
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.

Next Steps

For further information please visit, www.watertonacademytrust.org or contact Laura Clark, Head of Governance by email lclark@watertonacademytrust.org

To Apply

Please submit applications via My New Term.

Selection Timeline

We are always looking for Clerks and each application will be reviewed in a timely manner.

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.