



Watererton
Academy Trust

Application Pack

Administration Officer



Job Title	Administration Officer
Salary & Grade	G4 SCP 4-5 £12,690 - £12,891 (FTE £25,583-£25,989)
Contract	22 hours per week, Term time only, Permanent
Reporting to	Executive Headteacher / Head of School
Start Date	ASAP

Dear Applicant

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

Wrenthorpe Academy is a popular and successful 1.5 form entry primary school serving the community of Wrenthorpe. The school was inspected by Ofsted in January 2025. Inspectors praised the school's developments to our ambitious curriculum, and SEND provision. *'The school's motto, 'We only get one life so let's learn how to live it well,' shines through the ambitious curriculum. It is reflected in the school's nurturing culture. Pupils are cared for in a warm, welcoming environment. Staff and pupils alike appreciate learning strategies to support their positive mental and physical health.'*

The school continues to be a good school with significant strengths in many areas. The pupils at Wrenthorpe Academy are proud of their school. They describe how the school allows them to embrace individuality and value differences. *'Pupils' personal development is at the heart of everything the school does. There is an almost palpable determination to equip pupils with the skills to cope in life. Pupils are prepared well for life beyond school. They benefit from strong pastoral care. They learn how to recognise and cope with different feelings and emotions.'* Ofsted January 2025.

Waterton Academy Trust is a forward-thinking group of 16 partner schools and 4 pre-schools serving Wakefield and Barnsley. The trust's primary goal is to ensure all pupils receive an excellent standard of education. Wrenthorpe Academy joined the trust as an academy convertor in 2017 and staff, governors, pupils and families are very proud to be part of this collaborative group.

We look forward to receiving your application.

Warm Regards,

Lauren Penny
Executive Headteacher

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.

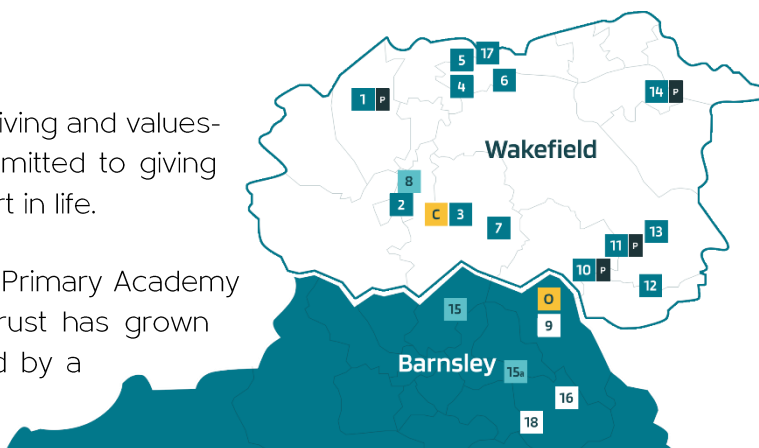
We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work.

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 - Alfton 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.



About The School

Thank you for expressing an interest in the role of Teacher at Wrenthorpe Academy. On behalf of the children, the staff, the parents and the Governors I would like to offer a very warm welcome. We are looking to recruit two innovative and outstanding teachers who will add value to our very strong team. We hope that you find the information in this pack useful.

At Wrenthorpe Academy, our intention is to enable every pupil to become a successful learner, a confident individual and a responsible citizen. We aim to achieve this by providing a stimulating education which nurtures and develops children, celebrates their achievements and challenges them to aim high and be the best they can be in all that they do.

Wrenthorpe Academy is an inclusive, supportive and aspirational learning community where children, parents & staff work together in partnership to meet the needs of all of our learners. It is a school with a clear vision: 'where everyone is valued.'

Our motto 'We only get one life so let's learn how to live it well,' is so much more than a set of words. Our children are given the tools and strategies they need to develop their physical, social and mental fitness. Everything our pupils do and learn during their time at Wrenthorpe Academy are based on our core values:

We are happy
We are safe
We enjoy a challenge
We celebrate diversity
We show respect
We are ready and fit for our future.



'There are high expectations for all pupils. From the early years, pupils are confident to ask and answer questions, discuss their thinking and engage in debates. Teachers encourage them to be curious and resilient learners.' OFSTED January 2025

Staff at Wrenthorpe Academy are very well supported and happy to be part of a welcoming and friendly staff team. The Academy is a light, bright and spacious school building and has good communication links to Leeds and Wakefield.

All staff receive regular opportunities to reflect and develop their practise through our programme of continuous professional development. The Trust provides a well-being package and many opportunities for additional learning and development.

If you share our values and vision for excellence, and would thrive on leading a team of aspirational professionals, we would love to meet you and look forward to receiving your application.

Mrs L Penny
Executive Headteacher

Wrenthorpe Academy is a larger than average school and caters for over 300 children in the Wrenthorpe area. The vast majority of our children continue their education at nearby Outwood Grange Academy.

Wrenthorpe has a real sense of community and the school is in the heart of the village. Wrenthorpe Pre-School is on the school site which provides education for children of Nursery age and also offers wrap around care which is very popular with our community of busy working parents.

Wrap Around Provision

Wrenthorpe Academy offers a breakfast and after school club from 7:30am to 6:00pm alongside holiday club provision.

Curriculum

In order for children to achieve high standards and make good progress throughout their school journey here at Wrenthorpe Academy, we are committed to providing a stimulating and engaging curriculum which extends far beyond the limitations of the classroom:

- We have extensive outdoor areas which include: a school pond, wildlife areas, school allotments and outdoor reading sheds.
- We plan many opportunities for learning beyond the classroom including field trips, class trips and residential.
- We pride ourselves on the huge range of activities that are provided as part of our wider after school club offer. This enables children to find their passion and to continue to grow and develop as individuals.
- We are also very committed to sport, fitness and well-being. Our PE curriculum teaches our children a range of skills, and children have many opportunities to compete at inter-school level as well representatives of Wrenthorpe Academy, competing against other schools within Waterton Trust.
- Every child receives a bespoke personal development programme through the 'One Life' programme. It teaches children the knowledge and understanding they need to live their one life well.

We work in partnership with parents to ensure that our children develop essential skills and are well prepared for High School.

We aim for children to be aware of what they enjoy, to find their passion and their interests and to be kind, well-rounded individuals. Ultimately, we strive for our children to be compassionate, independent and responsible people who are prepared in every sense to embrace the next stage of their education.



'Our staff are really supportive. We work together as a team to bring out the best in every child. I couldn't imagine working anywhere else. It is a pleasure to work at Wrenthorpe Academy.'

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.

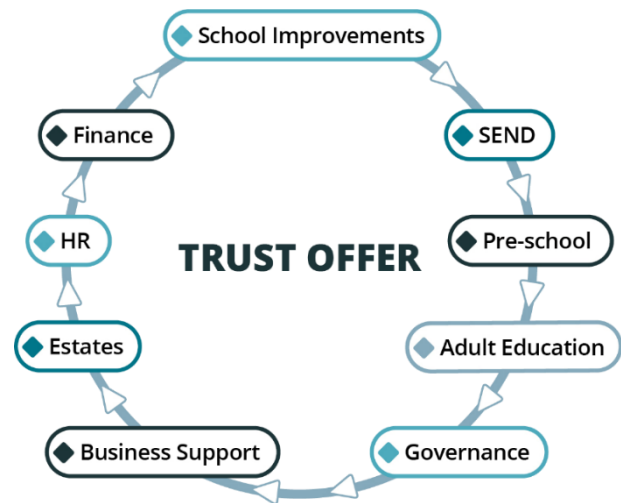


Trust Offer

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 – Administration Officer

Job Title	Administration Officer
Reporting to	Headteacher
Grade	4

Main Purpose	<ul style="list-style-type: none"> • 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.
Customers and Clients	<p>Provide face to face reception service dealing with children and visitors to the school e.g. parents.</p> <p>Providing general information, advice and guidance on established internal school procedures.</p>
Expectations of All Employees	<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

	<p>the role</p> <ul style="list-style-type: none"> • 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 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.
Working Conditions	Office based. Some ad hoc travel across the Trust may be required to attend training/events.
Characteristics of the Post	<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 – 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/C Q/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/C Q/R
Experience in relevant discipline	X		AF/OT/C Q/R
Experience	Essential	Desirable	Assessed
General clerical/ administrative/ financial work	X		AF/I/R
Skills	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 polices/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 the school office on 01924 967618, or email wrenthorpeoffice@watertonacademytrust.org

To Apply

Please submit applications via My New Term.

Selection Timeline

Closing Date: Wednesday 10th June 2026 - midday

Shortlisting: Thursday 11th June 2026

Interviews: Tuesday 16th June 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.