



Application Pack

Lead Operations and Projects Officer
– Estates



Job Title	Lead Operations and Projects Officer – Estates
Salary & Grade	Grade 10, SCP32-35 (£42,839-£46,142)
Contract	Full Time All Year Round
Reporting to	Head of Estates
Start Date	As soon as possible

Dear Applicant

Thank you for your interest in the role of Lead Operations and Projects Officer within our Estates Team at Waterton Academy Trust.

Waterton Academy Trust is a dynamic and growing multi-academy trust comprising primary, early years, and specialist settings across Wakefield and Barnsley. We are proud of our strong culture of collaboration, integrity, and ambition for all learners.

This is an exciting opportunity to join our Trust at a pivotal time as we continue to invest in our schools and strengthen the systems and infrastructure that support our pupils, staff, and communities.

Our Estates Team plays a vital role in ensuring that all of our academies operate in safe, compliant, and well-maintained environments. The team is responsible for delivering a wide range of services, from statutory compliance and maintenance to capital projects and strategic estate development. The Lead Operations and Projects Officer is a key senior role within this function.

Working closely with the Head of Estates, the successful candidate will provide leadership across operational delivery, compliance monitoring, and project management. They will be responsible for coordinating estates activities across all Trust sites, leading the delivery of improvement and capital projects, and ensuring that our estates administration systems are efficient, robust, and responsive.

A significant part of the role involves leading and developing our established Estates Administration Team, providing clear direction and support while promoting a culture of professionalism, accountability, and continuous improvement.

We are seeking a highly organised and proactive individual with strong operational and project management experience. The successful candidate will be comfortable managing multiple priorities, developing detailed project specifications and tender documentation, and building effective relationships with school leaders, contractors, consultants, and colleagues across the Trust.

This role offers an excellent opportunity for someone with experience in estates, facilities, operations, or project management who is looking to take on a broad and rewarding leadership position within a values-driven organisation.

If you are passionate about delivering high-quality operational support and projects that make a tangible difference to our schools, we would be delighted to hear from you.

Thank you again for your interest in joining our Trust, we look forward to receiving your application.

Yours sincerely,
Waterton Academy Trust

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.

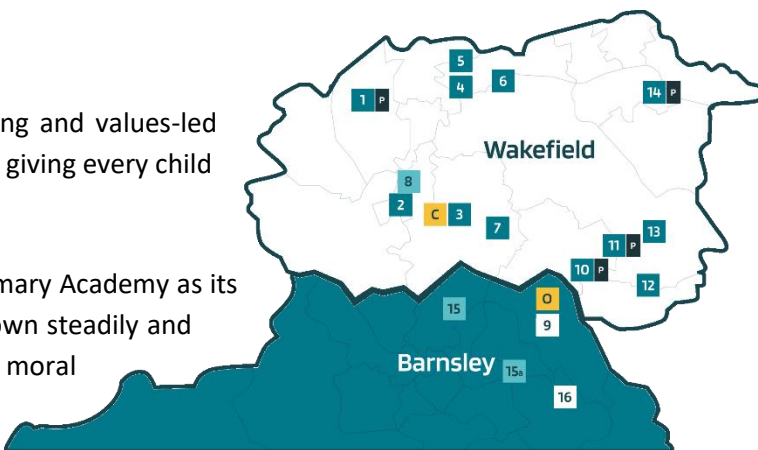
We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work. Our Trust continues to grow, with King's Oak Primary joining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



More information

Over the past decade, Waterton has evolved into a resilient and high-performing organisation, expanding not only in scale but in the depth, diversity and sustainability of our provision.

Operating across Barnsley and Wakefield, Waterton has built a strong reputation as a trusted partner that secures sustainable school improvement.

We specialise in high-quality early years, primary and specialist education. Our growth has been values-led, ensuring collaboration, financial stability and educational integrity remain central to our model. Schools work in close partnership, sharing expertise, accessing targeted professional development and drawing on collective capacity to solve challenges effectively.

Our ambition is to create an environment where success is a shared experience- by every pupil and every colleague. We are committed to ensuring that all children, regardless of background or need, experience academic achievement, personal growth and inclusion. At the same time, we prioritise staff wellbeing, leadership development and career progression, recognising that a strong, confident workforce underpins sustained improvement.

This commitment to workforce development extends beyond our academies. Since 2020, Waterton has operated as an independent training provider, delivering education-focused apprenticeships that respond directly to workforce needs across schools and early years settings. In June 2024, our apprenticeship provision was graded Outstanding by Ofsted.

We currently offer Level 3 Teaching Assistant, Level 3 Early Years Educator and Level 5 Specialist Teaching Assistant programmes, delivered through a model that secures deep learning and strong workplace application. Our curriculum is co-designed with schools and multi-academy trusts and delivered by Qualified Teachers with current primary and specialist expertise.

In 2025-26, 88 learners will be on programme. Our 76.9% achievement rate exceeds the national average (71.2%), 100% of completing apprentices pass their End-Point Assessment, and 40% of learners on our most recent programme secured promotion following qualification. This provision strengthens recruitment, retention and leadership capacity across both our Trust and the wider education system.

At the heart of Waterton we enable educational leaders to focus on delivering exceptional teaching and learning, grounded in evidence-informed practice. Through robust operational infrastructure, financial stewardship and professional challenge and support, we remove unnecessary business burdens so that leaders can concentrate on improving outcomes for children.

Waterton combines educational integrity with strategic ambition, whilst remaining focused on sustainable expansion, workforce development and deepening our impact across the communities we serve.

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.

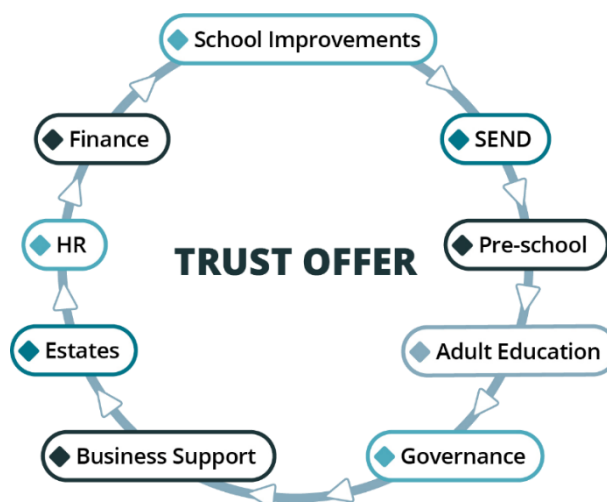


Trust Offer

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

Job Title	Lead Operations and Projects Officer - Estates
Reporting to	Head of Estates
Grade	Grade 10, SCP32-35 (£42,839-£46,142)

Main Purpose	<p>The Lead Operations and Projects Officer will provide operational and project leadership support to the Head of Estates, ensuring the effective coordination, compliance, and delivery of estates services across all academies and Trust sites.</p> <p>The postholder will play a key leadership role in supporting the delivery of the Trust's estates strategy, with direct responsibility for leading Trust estates projects from planning through to implementation, ensuring projects are delivered efficiently, on time, and in line with Trust priorities.</p> <p>The role will also have direct responsibility for leading, developing, and line managing an existing, well-established and strong Estates Administration Team, ensuring robust and efficient systems, effective operational support, and consistently high standards across the estates function.</p> <p>This is a senior operational role requiring a proactive, organised, and solutions-focused individual capable of managing complex workstreams across compliance, operations, project delivery, and team leadership within a fast-paced multi-site environment.</p>
Key Responsibilities	<p><u>Operational Support to the Head of Estates</u></p> <ul style="list-style-type: none"> • Provide direct operational support to the Head of Estates across all areas of estate management and compliance. • Coordinate and monitor estates-related projects, maintenance programmes, statutory compliance activity, and operational priorities. • Support the implementation and monitoring of Trust estates strategies, policies, and procedures. • Prepare reports, operational updates, and briefing papers for senior leaders, Trustees, and committees as required. • Assist with procurement processes, quotations, contractor engagement, and service agreements. • Monitor and track estates budgets, expenditure, and purchasing processes in conjunction with the finance team. • Maintain accurate records relating to estates operations, compliance, servicing, inspections, and contracts. • Support the coordination of emergency response arrangements and operational incidents where required. • Deputise for the Head of Estates on operational matters as appropriate. <p><u>Estates Project Leadership</u></p>

- Lead on the planning, coordination, and delivery of Trust estates projects across multiple sites.
- Assist in the development of detailed project specifications, briefs, scopes of work, and tender documentation to support estates projects across the Trust.
- Translate operational need into clear project requirements, ensuring specifications are robust, accurate, and aligned to Trust priorities and statutory requirements.
- Manage project timelines, budgets, contractor engagement, and reporting arrangements to ensure successful project delivery.
- Work closely with academy leaders, contractors, consultants, and external agencies to ensure projects progress effectively.
- Monitor project milestones, risks, budgets, and performance, providing regular updates to the Head of Estates and senior leaders.
- Support capital works, refurbishment programmes, condition improvement projects, and estates development initiatives.
- Ensure projects are delivered in line with statutory requirements, health and safety obligations, Trust standards, and agreed specifications.
- Identify opportunities for operational improvement and estates development across the Trust estate

Leadership and Management of Estates Administration Function

- Lead, manage, and further develop an existing, well-established and strong Estates Administration Team.
- Work with the team to review and enhance operational procedures and administrative systems that support the estates function across the Trust.
- Support the continued delivery of estates administration processes to ensure they remain efficient, consistent, and of a high standard.
- Coordinate workloads and oversee the effective delivery of administrative support across multiple workstreams.
- Maintain and further develop systems for monitoring statutory compliance documentation, servicing schedules, and contractor records.
- Provide clear leadership and support the professional development of estates administrative staff.

Compliance and Systems Management

- Ensure estates compliance documentation is accurately maintained and readily accessible.
- Support the monitoring of statutory compliance requirements including, but not limited to:
 - Health and Safety
 - Fire Safety
 - Asbestos Management
 - Water Hygiene
 - Electrical Testing
 - Gas Safety
 - Legionella Compliance

	<ul style="list-style-type: none"> • Assist in maintaining estates management systems, databases, and digital record keeping. • Monitor service schedules and ensure inspections, testing, and compliance activities are completed within required timescales. • Produce compliance reports and performance information for senior leaders and external stakeholders. <p><u>Communication and Stakeholder Management</u></p> <ul style="list-style-type: none"> • Act as a key point of contact for academy leaders, contractors, and external agencies regarding estates operations. • Build effective working relationships across Trust schools and central teams. • Coordinate contractor visits, site access arrangements, and operational communications. • Ensure high standards of customer service and responsiveness across the estates function.
<p>Additional Duties</p>	<ul style="list-style-type: none"> • Undertake any other duties commensurate with the seniority and scope of this role, as required by the Head of Estates, CFO, Executive Team or Trustees. • Contribute to the wider operational priorities and strategic objectives of the Trust. • Support Trust growth, merger activity or new school onboarding from a procurement and contract due diligence perspective. • Contribute to wider financial governance, compliance and risk management work across the Trust.
<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>Working Conditions</p>	<p>Flexible working arrangements are in place, with a working schedule to be agreed with the successful candidate.</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

	<ul style="list-style-type: none"> • 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>
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Person Specification – Lead Operations and Projects Officer – Estates

AF: Application Form

OT: Occupational Task

CQ: Certificates/Qualifications

I: Presentation

I: Interview

R: Reference

Qualifications	Essential	Desirable	Assessed
CMI or ILM Leadership and Management qualification or equivalent		X	CQ, AF, R, I
PRINCE2, APM or equivalent project management qualification.		X	CQ, AF
NEBOSH, IOSH or equivalent health and safety qualification.		X	CQ, AF
Experience and Knowledge	Essential	Desirable	Assessed
Significant experience in an estates, facilities, operations, or project management role.	X		AF, R, I
Experience of successfully leading projects across multiple sites or workstreams.	X		AF, R, I
Experience of developing project specifications, briefs, scopes of work, and tender documentation for estates or operational projects.	X		AF, R, I
Experience of leading and line managing administrative or operational support teams.	X		AF, R, I
Experience of working in a complex multi-site organisation.	X		AF, R, I
Experience of managing compliance records, operational systems, and administrative processes.	X		AF, R, I
Experience of budget monitoring and operational reporting.	X		AF, R, I
Experience of contractor management and coordinating external service providers.	X		AF, R, I
Experience of working in education, public sector, or multi academy trust environments.		X	AF, R, I
Experience of capital project delivery.		X	AF, R, I
Experience of estates or facilities management software systems.		X	AF, R, I
Experience of working within procurement frameworks.		X	AF, R, I
Good understanding of estates compliance, health and safety, and operational procedures.	X		AF, R, I

Knowledge of statutory compliance requirements relating to buildings and estates management.	X		AF, R, I
Understanding of project planning, project delivery, and risk management principles.	X		AF, R, I
Detailed knowledge of academy trust estates operations.		X	AF, R, I
Knowledge of public sector procurement processes.		X	AF, R, I
Skills & Abilities	Essential	Desirable	Assessed
Strong organisational and project management skills.	X		AF, R, I,
Ability to manage multiple priorities and competing deadlines.	X		AF, R, I
Strong leadership and team management skills.	X		AF, R, I
Excellent written and verbal communication skills.	X		AF, R, I
High levels of accuracy and attention to detail.	X		AF, R, I
Strong IT skills including Microsoft Office and management systems.	X		AF, R, I
Ability to analyse information and produce clear reports.	X		AF, R, I
Ability to build effective relationships with a wide range of stakeholders.	X		AF, R, I
Ability to work independently and use initiative in a fast-paced operational environment.	X		AF, R, I
Personal Attributes	Essential	Desirable	Assessed
Professional, resilient, and highly organised.	X		AF, R, I
Proactive and able to work independently.	X		AF, R, I
Calm under pressure and solutions focused.	X		AF, R, I
Strong interpersonal and leadership skills.	X		AF, R, I
Committed to continuous improvement and high standards.	X		AF, R, I
Able to maintain confidentiality and professionalism at all times	X		R, 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 admin@watertonacademytrust.org for a confidential conversation.

To Apply

Please submit applications via My New Term.

Selection Timeline

Closing Date: Monday 15th June 2026 - 8am

Shortlisting: w/c Monday 15th June 2026

Interviews: Thursday 25th June 2026

Start Date: As soon as possible

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.