



Application Pack

Senior Administration Officer



watertonacademytrust.org

Job Title	Senior Administration Officer
Salary & Grade	Grade 6 SCP 12-17 £24,131-£26,177 (FTE £28,598-£31,022)
Contract	37 hours per week, permanent, term time only
Reporting to	Head of School / Executive Headteacher
Start Date	ASAP

Dear Applicant

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

At Kings Oak Primary, we believe that all children deserve the opportunity to reach their full potential regardless of their background or starting points. We aim to achieve this by providing a rewarding, enjoyable and challenging school experience that allows children to grow socially, emotionally and academically in a calm, inclusive and welcoming environment.

Our staff are friendly, supportive and dedicated to providing the very best teaching and learning experiences for our children. We value our staff and provide access to professional development opportunities for career development positions.

We are working hard to become a more diverse organisation and we welcome applications from everyone we always appoint on merit using a fair and equal process.

Kings Oak Primary is committed to safeguarding and promoting the welfare of children. All staff and volunteers must share this commitment. Background checks and an enhanced CRB will be required.

If you are looking for an exciting, challenging and rewarding career, we encourage you to visit us in person to see what you could achieve working as a member of our truly outstanding team.

We look forward to receiving your application.

Warm Regards,

Adam Dawson
Interim 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.

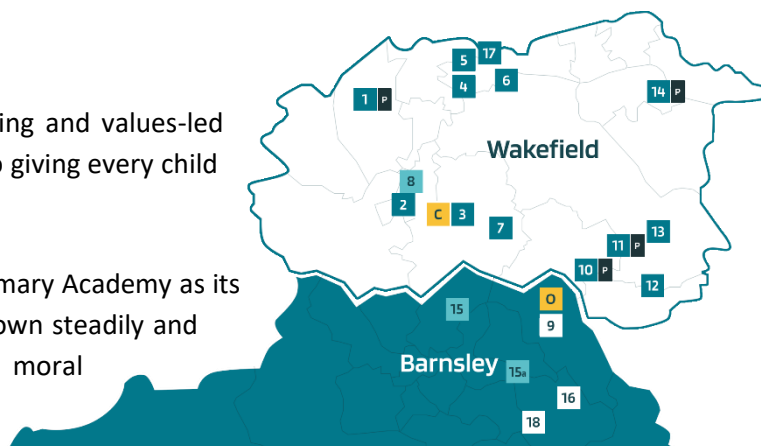
We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work.

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 - 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.





About The School

Welcome to Kings Oak Primary. We are proud to be an Ofsted Outstanding school at the heart of a community that is passionate about educating young people. Our school strives to provide the best opportunities to support the development of every child from three to eleven and promotes learning for everyone for life. We believe in forming strong partnerships with our community and providing an excellent service to enable every family and young person with the greatest opportunity to improve their life chances. We are committed to promoting positive mental health and emotional wellbeing to all pupils, their families, staff and governors. We hope your child will be happy, safe, achieve and enjoy the time they are with us in our school and that our children become well-rounded citizens in our community and the wider world. We aim to provide first quality learning and teaching experiences, through a creative curriculum, for our children to ensure they are equipped with the vital knowledge, skills and understanding to live in a forever changing world.

We aim for everyone within the school community regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity to be treated equally, without discrimination and prejudice. Thus resulting in everyone having equal opportunities enabling them to achieve and succeed.

We welcome your cooperation in providing children with every advantage for development within school and value parental support. Positive relationships are the key to success.

Please view through our website to look at some of the amazing learning experiences that we offer and see what a vibrant and ambitious school we are!



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.

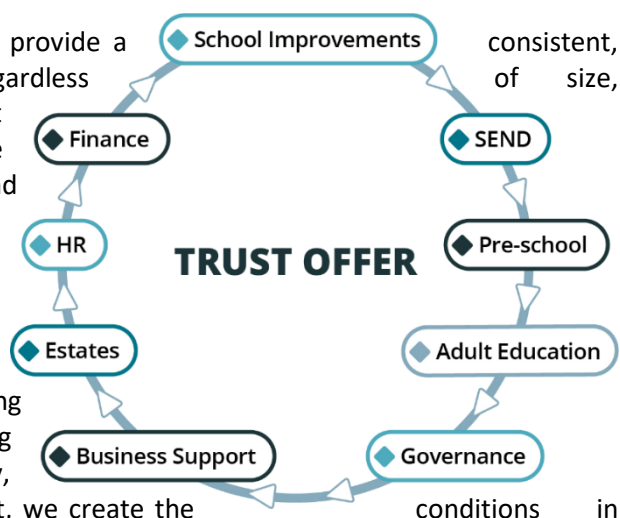


Trust Offer

At Waterton Academy Trust, we are proud to provide a high-quality offer that enables every school - regardless of 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 Administration Officer

Job Title	Senior Administration Officer
Reporting to	Head of School / Executive Headteacher
Grade	Grade 6

Main Purpose	Under the guidance of senior academy staff and Trust officers: be responsible for undertaking administrative, financial and organisational processes within the school. Assist with the planning and development of academy based support services to ensure that the academy meets obligations in all key areas. Day to day supervision of administrative staff. This person must be able to work independently some of the time and take responsibility for his or her own workload. The post holder will work under the guidance of the academy leadership team and alongside other academy based administrative and estates staff. Duties include: • Dealing with complex reception and visitor matters • Contribute to the planning, development and organisation of administrative support services, systems, procedures and policies. • Organise academy level events and trips etc. • Supervise, train and develop staff as appropriate • Undertake an active role in the management of Health & Safety of the academy under the direction of the Headteacher and Trust Estates team including but not limited to: ◦ Co-ordinate first aid provision, administer first aid and manage medicines in the academy ◦ Co-ordinate fire drills and oversee safe evacuation of the building ◦ Ensure fire safety, accident and first aid records are maintained to a high standard • Manage manual and computerised records and information systems • Analyse and evaluate data/information as required • Produce reports/information/data as required • Undertake complex IT based tasks e.g. word processing, spreadsheets etc • Provide personal, administrative and organisational support to other staff • Undertake administration of complex procedures • Complete and submit complex forms, returns etc, including those to outside agencies • Undertake school based administration and liaise with Trust central officers in the areas of finance, HR and Estates. • Provision of clerking support to an Academy Standards Committee within the Trust, including taking and producing accurate minutes of meetings and communicating updates to the governance team (N.B. full training will be provided for this element of the role).
Key Responsibilities	• Operate relevant equipment/complex ICT packages

	• Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required • Manage uniform/snack/other 'shops' within the school • Provide advice and guidance to staff, pupils and others • Undertake research and obtain information to inform decisions • Assist with procurement and sponsorship • Assist with marketing and promotion of the school • Assist in the collection, recording and banking of money in relation to school activities • Manage administration of facilities including use of school premises • Undertake routine financial administration procedures • Assist the Headteacher and Academy finance Officer with the planning, monitoring and evaluation of budget • Manage expenditure within an agreed budget where applicable Employees (Supervision): Supervise staff as appropriate Financial: Some cash handling Order requisitions Routine financial administration Support to AFO and HT Physical: Effective use of materials and resources as determined by the headteacher or nominated manager
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 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	Providing general information, advice and guidance on established internal academy/trust procedures. Deal with more complex reception/visitor matters which may involve some exposure to casual verbal abuse.

	Office based. Some ad hoc travel across the Trust may be required to attend training/events.
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 – Senior Administration Officer

AF: Application Form

OT: Occupational Task

CQ: Certificates/Qualifications

I: Presentation

I: Interview

R: Reference

Qualifications	Essential	Desirable	Assessed
NVQ 3 or equivalent qualification e.g. I.L.M. Certificate of First Line Management (Introductory Course) Or Experience in relevant discipline	X		AF/OT/C Q/I
NVQ 4 or equivalent e.g. ILM Endorsed Certificate – (Skills for Middle Leaders)		X	AF/OT/C Q/I
5 GCSE passes including English and Maths (Grade C or above) or equivalent	X		AF/OT/C Q/I
First Aid		X	AF/OT/C Q/I
Experience	Essential	Desirable	Assessed
Experience of development, management and operation of administrative systems	X		AF/I
Skills	Essential	Desirable	Assessed
Very good Numeracy/ Literacy Skills	X		AF/OT/I
Effective use of ICT and other specialist equipment/resources	X		AF/OT/I
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	X		AF/OT/I
Very good ICT skills	X		AF/OT/I
Excellent keyboard skills in the use of computerised systems	X		AF/OT/I
Personal Attributes	Essential	Desirable	Assessed
Excellent written and oral communication skills	X		AF/I
Proactive and forward thinking with the ability to work autonomously	X		AF/I
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	X		AF/I
Committed to the provision of quality service provision	X		AF/I
Ability to self-evaluate learning needs and actively seek learning opportunities	X		AF/I
A professional, friendly and respectful approach which demonstrates support and shows mutual respect.	X		AF/I
Additional Requirements	Essential	Desirable	Assessed
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	X		I
Committed to professional development in connection with the post	X		I

Work in accordance with the Trust's core values and behaviours	X		I
A commitment to equality/diversity in the workplace and the wider educational community	X		I
A commitment to safeguarding and promoting welfare for all	X		I
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	X		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 KingsOakOffice@watertonacademytrust.org or 01924 967608.

To Apply

Please submit applications via My New Term.

Selection Timeline

Closing Date: 9th October 2026

Shortlisting: 12th October 2026

Interviews: 16th October 2026

Start Date: As soon as available.

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.