



**W A T E R T O N**  
ACADEMY TRUST®



**Waterton Academy Trust**  
**Apprentice Trust Administration Assistant**  
**Application Pack**



<b>Post title</b>	Apprentice Trust Administration Assistant
<b>Salary &amp; Grade</b>	Apprentice Salary First year: £8,498 (£5.28 p.h.) After first year: Local living wage
<b>Hours</b>	37 hours Term Time Only
<b>Reporting to</b>	CEO
<b>Start date</b>	As soon as possible
<b>Closing date</b>	Open vacancy

Waterton Academy Trust is looking to appoint an enthusiastic aspiring administrator to join our central team. In this varied role there are opportunities to develop knowledge and skills in a range of areas, leading to a nationally recognised qualification.

Established in 2014, Waterton Academy Trust is a group of 13 primary academies, 4 pre-schools and 2 SEND assessment centres operating within the West and South Yorkshire regions. Our vision is to create a family of schools that work together to deliver excellence. We are a collective where teaching and learning is paramount and children enjoy and engage in a rich and relevant curriculum. We strive to foster a culture of high aspiration amongst all our students and to create an environment where everyone reaches their full potential, regardless of their social, economic or cultural background.

The Apprentice Trust Administration Assistant is a new role which will be part of our business support and school improvement teams. As part of a strong and well-established central team this is an exciting opportunity to begin a career in administration, and to learn about schools as organisations. This is a diverse and exciting role which will give the successful candidate the opportunity to work with different teams within the trust and across our family of schools.

We wish to appoint a positive person who wants to make a difference and has an interest in education or administration. The successful candidate will have a proactive attitude, and be flexible and adaptable. Alongside office-based administration duties, this role includes support at events and facilitation of initiatives decided by our children's parliament. We therefore wish to recruit a person who will play an active part in enhancing the education offer for Waterton children.

The successful candidate will undertake a L3 Business Administration Apprenticeship with an accredited provider alongside their employment.

# Dear Applicant

Thank you for your interest in the post of Apprentice Trust Administration Assistant.

Since our establishment in 2014, the trust has grown and developed into a group of 13 schools, 4 pre-schools and 2 SEND assessment centres. With this expansion, now is the time to appoint a new member of our central administration team.

Waterton Academy Trust have a strong business support team who have a broad range of experiences and duties, and are therefore well placed to support an apprentice to develop their skills and prepare themselves for a successful career in administration.



Our new Apprentice Trust Administration Assistant will be supported to complete a L3 Business Administrator Apprenticeship through an accredited provider. This course, alongside the guidance of colleagues, will provide the successful candidate with a range of knowledge and skills to be utilised in this varied and interesting role.

Our new colleague will work closely within a well-established administration team and will support our school improvement offer, children's parliament and provide general administration services to the trust.

As CEO, I am looking forward to adding to our already talented central team. I am sure that the successful candidate will be able to impact positively on all areas of the organisation.

I wish you well with your application and look forward to meeting you in person.

Dave Dickinson OBE

Chief Executive Officer

# About the Trust

Our vision is to create a collaborative of schools that work together to deliver excellence; a collective where teaching and learning is paramount and children enjoy and engage in a rich and relevant curriculum. We strive to foster a culture of high aspiration amongst all our students and to create an environment where everyone reaches their full potential, regardless of their social, economic or cultural background and where success truly is a shared experience.



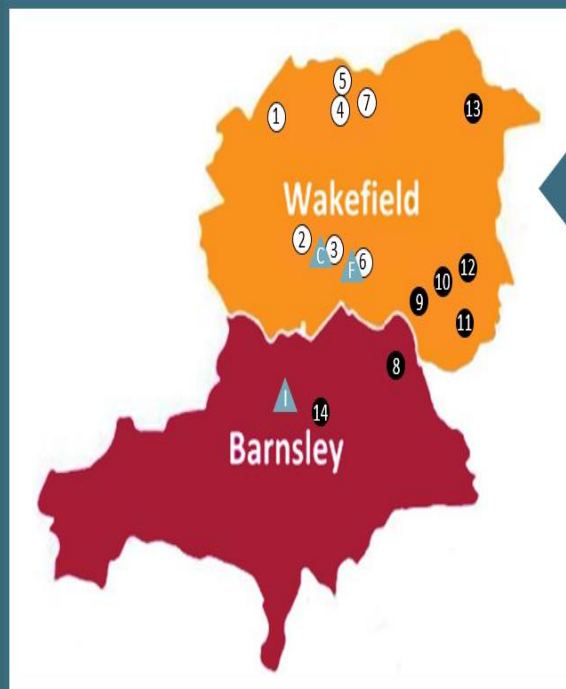
The creation of the Centre for Excellence (CfE) is one of the most important developments the trust has delivered in recent years. The centre has become the beating heart of our school improvement strategy and CPD offer. Our School Improvement Team are based in the CfE and leaders from across the trust work alongside them to develop practice and provision. The trust believes that excellence can only be delivered through investing in people and providing them with the resources they need to deliver. The CfE is one example of how we achieve this.

The trust has maintained a manageable geographical partnership area, one where academy staff and central team colleagues are able to travel between sites within a reasonable time frame. There are currently thirteen academies in the trust, all are within the Wakefield and Barnsley boundaries. The proximity of our academies allows colleagues to attend INSET, CPD and trust events. The trust has adopted a Hub Model to further support collaborative working and allow for future growth.



I joined Waterton as an apprentice and have enjoyed four years of professional development. I feel that I have grown into a valued member of the Central Team. I am loving working within the IT Services team and supporting our schools with their online presence.

**Jack**  
**Digital Media Officer**



## Trust Offices ▲

### West Hub Schools

1. Wrenthorpe Academy
2. Sharlston Community School
3. Walton Primary Academy
4. Normanton Junior Academy
5. Lee Brigg Infant School
6. Crofton Infants' School
7. Normanton Common Primary Academy

### East Hub Schools

8. Churchfield Primary School
9. Kings Meadow Academy
10. West End Academy
11. South Kirby Academy
12. Ackworth Mill Dam School
13. Cherry Tree Academy



## Why Choose Waterton?

Everything we do is about creating a team of dedicated professionals who share our ambition for young people.

We are committed to providing employees with a safe, healthy and supportive environment in which to work.

We seek to reduce disadvantages, discrimination and inequalities of opportunity. We promote diversity.

We recognise the need to support staff to enable a healthy work life balance.

We are able to draw upon expertise from across the trust. Colleagues collaborate and share best practice through a number of trust wide networks.

Our partners are of the highest quality and colleagues have the opportunity to work alongside system leaders such as the EEF and Research School Network.

Flexible working arrangements are promoted across the trust where possible, to enable our staff to manage their work life and family commitments.



I started my career at Waterton as a Deputy Headteacher in 2017. I have learned so much over the past six years. I have received the support, guidance and opportunities that have allowed me to grow as a professional and make a real difference to the life chances of the children that we care for.

**James**

**Headteacher**





# About the Trust (Continued)

CPD and investing in people and in partnerships is key to ensuring excellence and is something that as a trust we are extremely passionate about.

Quality professional development is delivered by colleagues from across the trust to all members of our team.

We are proud to call ourselves an outward facing organisation and are advocates of sharing best practice and being contributors to the wider system leaders' network. We therefore encourage colleagues to take up opportunities and engage in projects outside of the trust. Colleagues are currently facilitating, leading and participating in numerous projects with key partners such as the Education Exchange Teaching Hub, Education Endowment Foundation, EBE and Bradford Research School.



At **Waterton Preschools** we believe that children deserve the best possible start to their educational journey. Waterton Pre-Schools provide the high-quality early years education and care that our youngest children need to thrive, begin to develop their independence and be ready for the next phase of their education. The Trust is currently rolling out a programme of new preschools. The picture to the left is the opening of our second provision **Cherry Blossoms**, based at **Cherry Tree Academy** in **Pontefract**.

This is an exciting time for all concerned with the trust as we enter into a new phase of development. The reshaping of our focus and renewed drive to play our part in Barnsley's ambitious **SEND & Inclusion** strategy will undoubtedly lead to improved opportunities and outcomes for all. At Waterton Academy Trust we position ourselves as part of the wider civic structure and this has led to us working in a strong, collaborative partnership with Barnsley Metropolitan Borough Council to improve the specialist provision in the town. Our provision for KS1 children at Churchfield Primary, and our soon to be opened Newstead Academy, will provide much needed capacity across the town.



I trained as a teacher as part of the Waterton ITT Programme in 2018. I now work as a teacher in KS1 and really enjoy what I do and where I work.

**Robyn**

**KS1 Teacher**



I joined Waterton in 2016 after a difficult decision to leave a school and team that I loved working with. I was apprehensive about such a big move, but I can say that I have no regrets. I love my job and work with a great group of colleagues.

**Pam**

**Chief Finance Officer**

# Job Description



<b>Post title</b>	Apprentice Trust Administration Assistant
<b>Salary &amp; Grade</b>	Apprentice grade
<b>Hours</b>	37 hours, Term Time Only
<b>Reporting to</b>	Business Support Officer
<b>Location</b>	Waterton Academy Trust Centre for Excellence, The Grove, Walton, WF2 6LD

## Core Purpose

To provide an effective, professional and confidential reception and administrative support service to the central trust team.

To gain a broad set of administrative and business support skills whilst undertaking a nationally recognised qualification.

## Key Responsibilities and Accountabilities

### Reception

- Undertake reception duties, responding to routine telephone and face to face enquiries and being the initial point of contact for visitors to the centre.
- Conduct onsite first aid/welfare duties
- Provide hospitality within the centre ensuring that all rooms are serviced and that catering arrangements are made where required.
- Provide general clerical/admin, support e.g. photocopying, filing, faxing, completing standard forms and preparing packs for meetings.
- Provide a timely, courteous and efficient service to all stakeholders, liaising with other officers and outside bodies as necessary to resolve issues.
- Follow established administrative systems and processes, and contribute towards the development of these as appropriate.
- Hold responsibility for the management of the general office email account.
- Undertake word-processing and other IT based tasks.
- Manage room booking diaries.
- Sort and distribute mail.

### Admin Support

- Support the Executive Assistant to the CEO and Business Support Officer with diary management as required, including making arrangements for meetings.
- Work alongside the administrative team to support the activities of the Children's Parliament. This includes supporting the organisation and management of Trust wide events such as the annual Music Evening, and Young Chef competition.
- Complete research and propose ideas in relation to the Children's Parliament, and work with young leaders to implement their initiatives.
- Provide an admin support service to Trust networks, including making room bookings, sharing correspondence, maintaining registers and providing printing services as required.
- Provide an admin support service to school improvement leaders in relation to moderation activities.
- Work with colleagues across multiple schools and departments on collaborative activities or the resolution of issues.
- Produce lists and basic reports as required.
- With support and training, attend meetings and take accurate notes.
- Use the Trust's finance system to raise purchase orders and manage central expenses.
- Ensure that the office and associated training suites are stocked at all times with stationery, hospitality supplies and other provisions.
- Produce routine correspondence to be shared with stakeholders.

- On occasion, support other Trust sites including schools with the provision of administrative and reception services.

## **Governance**

- Hold responsibility for the management of the general governance email account.
- Support in the maintenance of accurate governance information, inputting and retrieving data as requested.
- Support in the gathering of information for the annual audit.
- Act as a first point of contact for requests relating to Governor training, making bookings as required.
- Support in the production of the Termly Governance Report.
- With guidance, support in ensuring that governors fulfil their statutory and regulatory requirements.
- Review and monitor Trust level actions arising from ASC meetings, liaising with colleagues and distributing information as appropriate.

## **Expectations of all Employees**

- Be aware of and comply with policies and procedures relating to child protection, Health and Safety, security, confidentiality and General Data Protection Regulations (GDPR)
- Be aware of and support difference and ensure equal opportunities.
- Contribute to the overall ethos/work/aims of Waterton Academy Trust
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

## **Additional Information**

The duties and responsibilities highlighted in this job specification are indicative of the type of duties within the role and they may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post. The grade of the post has been established on this basis.

### **Responsibility for Resources**

**Employees (Supervision):** None

**Financial:**

- Occasional counting of monies
- Follow established procedures around ordering and expenses to ensure adequate resources are available to meet work requirements.

**Physical:** Effective use of resources as determined by the line manager

### **Working Conditions**

Mainly office based at Waterton Academy Trust HQ with some travel across the Trust/Academies.

### **Stakeholders**

Provide face to face reception service dealing with a wide range of stakeholders

### **Requirements for the post**

All employees of the Trust have a responsibility for promoting and safeguarding the welfare of children and young people. The following employment checks and qualifications are required:

- Evidence of entitlement to work in the UK.
- Evidence of essential qualifications
- Two satisfactory references
- Confirmation of medical fitness for employment



# Personal Specification

<b>Title</b>	Apprentice Trust Administration Assistant
<b>Accountable to</b>	Business Support Officer

**AF:** Application Form

**I:** Interview

**CQ:** Certificates/Qualifications

**R:** Reference

**OT:** Occupational Task

Qualifications	Essential	Desirable	How Identified
GSCE or equivalent in Maths and English (Grade C/4)		✓	AF/CQ
GSCE or equivalent in ICT		✓	AF/CQ
Commitment to undertake L3 Business Administration Apprenticeship	✓		AF/I
<b>Experience</b>			
Customer service experience		✓	AF/R
Reception/administration experience		✓	AF/R
Experience of working under own initiative		✓	AF/I
Experience of working as part of a team		✓	AF/I
<b>Abilities, Skills and Knowledge</b>			
Knowledge of schools as organisations		✓	AF/I
Computer literate, and competent in the use of Microsoft office software	✓		AF/OT
Organised and able to effectively plan to meet deadlines	✓		AF/I
Able to work under own initiative	✓		AF/I
Good communication skills, including both face to face and telephone	✓		AF/R/I
Good interpersonal skills, and the ability to build relationships with colleagues and other stakeholders	✓		AF/R/I
Knowledge of data protection and confidentiality		✓	AF
<b>Personal Qualities</b>			
An interest in education		✓	AF/I
Commitment to the safeguarding of vulnerable young people and adults	✓		AF/I/R/OT/ P
Approachable, empathetic and enjoys engaging with children, staff, parents and the wider community	✓		AF/I/R/OT/ P
A commitment to the vision, guiding principles and strategic goals of the trust	✓		AF/I/R/OT/ P
High standards and personal ambitions	✓		AF/I/OT



## Next Steps

Application forms can be downloaded from [Recruitment - Waterton Academy Trust](#)

Completed applications forms should be emailed to [admin@watertonacademytrust.org](mailto:admin@watertonacademytrust.org)

This is an open vacancy; applications will be reviewed on an individual basis, as they are received. Shortlisted candidates will be invited to interview at a mutually agreeable time. If you have not received contact within 4 weeks of your application this should be considered to be unsuccessful.

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. The Trust has policies and procedures relating to safeguarding and child protection available on request.

Waterton Academy Trust follows safer recruitment processes which all applicants will be subject to. This includes the interview process containing questions about the safeguarding of children and the disclosure of criminal records and other vetting checks.

An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company. All successful candidates are required to join the DBS update service with an annual cost of £13.

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 the 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.



# WATERTON

ACADEMY TRUST®



**Waterton Academy Trust**  
**The Grove, Walton,**  
**Wakefield,**  
**WF2 6LD**