



WADE DEACON  
TRUST

A COMMITMENT TO EXCELLENCE

# SENIOR ADMINISTRATOR

## APPLICATION INFORMATION

Closing date: Tuesday 7<sup>th</sup> May at 9am

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WADEDEACONTRUST.COM



# Senior Administrator

## JOB SUMMARY

**SALARY:** NJC Grade 6  
(£29,777 to £31,364) FTE

**START DATE:** as soon as possible

**WORKING PATTERN:**  
Full time, Whole year (37 hours X 52 weeks) (TTO plus may be considered)

**CONTRACT:**  
Fixed term for 1 year.

Secondment for existing Trust staff available.

**LOCATION:**  
Office-based in Widnes, with some optional working from home.

A fantastic new opportunity has arisen for an experienced Senior Administrator to join a small but expanding Central team.

The successful candidate will work closely with the Trust Central Team to provide a full range of administrative duties, including; providing support to the Chief Executive and managing their diary, liaising with school staff and external agencies, handling all confidential correspondence with discretion, and acting as a point of contact for applicants and trainees on the Initial Teacher Training Programme.

You will work closely with the Director of Operations and ICT to the recruit and maintain records for Trustees and Governors, develop the Trust's internal communications including SharePoint sites, and manage the room hire bookings in the Professional Development Centre.

The role requires prioritising a demanding and varied workload in a busy office environment. You will have the ability to work at speed and maintain a high level of accuracy and excellent attention to detail. Providing support to a variety of stakeholders, the successful candidate will have high standards of verbal and written communication as well as organisation, creativity, initiative, and ability building positive relationships. Experience of working within the education sector would be an advantage but not essential.



# Senior Administrator

## JOB SUMMARY

The online application and further details are available via the Trust website; <https://www.wadedeacontrust.com/work-with-us/vacancies/>

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is exempt from the Rehabilitation of Offenders Act 1974, and is subject to an enhanced DBS check and satisfactory medical clearance.



# CEO'S WELCOME

Thank you for your interest in this post within the central team at the Wade Deacon Trust. I hope that the information contained within this pack provides sufficient information for you and helps you to decide if you have the right qualities, skills, and experience to apply for the position.

As the CEO, I have the distinct pleasure of leading a central team that is nothing short of exceptional. Their commitment to excellence and collaborative spirit sets a benchmark for trust central services. Each member of the team brings a unique set of skills and an infectious enthusiasm to deliver the very best business support to our school leaders.

We are currently seeking passionate individuals who are eager to contribute and grow with us. Joining our central team means becoming part of a family that supports your professional growth, values your contributions, and encourages you to reach new heights.

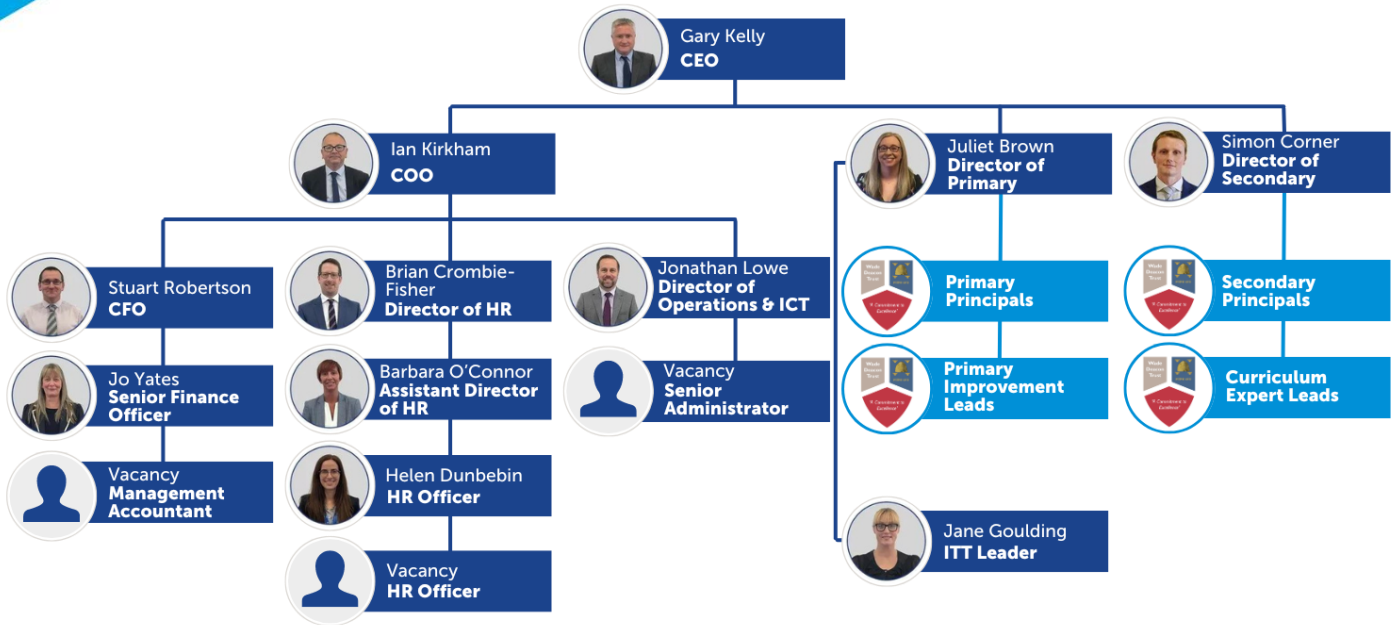
We are not just offering a job; we are offering a chance to make a real difference in the lives of thousands of pupils. If you are driven by a desire to lead, innovate, and inspire, then I encourage you to apply and help us shape the future of education. Together, we can continue to build an environment where every member thrives, and every pupil succeeds.



A handwritten signature in black ink that reads "G Kelly."

Gary Kelly  
Chief Executive Officer

# ABOUT OUR CENTRAL TEAM



The Trust has a central team of qualified professionals with significant experience working with both primary and secondary schools, delivering services in finance, HR, operations and Initial Teacher Training.

Our school improvement offer is delivered by experts based in our own schools, working across the Trust to share expertise and provide leadership.

Based in offices at the Trust’s Professional Development Centre in Widnes, the team offers a mixture of remote and at-school support to school leaders and administrators. Central team members have the option to work from home up to 2 days a week if preferred. Flexibility is required in order to accommodate the need for on-site working as required.

Whilst every school has responsibility for its own operations, their ability to recruit specialist staff varies according to size. Therefore, we offer a bespoke level of support to each school according to its needs.



## Operations

We deliver a range of services in the following areas:

- Data Protection (GDPR)
- Governance
- Educational Visits Co-ordination
- Estates Management
  - Capital Projects
  - Health & Safety
- Marketing
- Policy Support
- Legal Services

## HR

We offer dedicated and experienced HR experts, offering telephone, written and on-site advice and guidance for schools. Our team supports schools with:

- Recruitment
- Disclosure and Barring Service checks

- Case work such as disciplinary, capability, grievances, and managing allegations against staff. This includes advice on conducting investigations, the preparation of a case, the drafting of letters and managing the process to its conclusion.
- Attendance management
- Performance Management including Appraisal, Pay Policy & Performance Related Pay
- Staffing re-structures
- Managed staffing reductions
- Local union engagement
- Attendance at any meeting/hearing as required, including providing procedural and technical advice on the conduct of a hearing.

## Finance

We liaise with schools to prepare budgets and regular financial monitoring reports, ensure that the Trust remains compliant with the demands of our regulators, and assist schools with assessing the financial implications of proposals. Our team supports schools with:

- Financial health checks including budget and systems reviews
- Policy and procedures review & updates
- Reviews of revenue streams and identification of commercial opportunities
- Benchmarking curriculum and other spending
- Curriculum Led Financial Planning
- Insurance
- Procurement
- Financial training



# WHY WORK AT WADE DEACON TRUST?

As a valued member of our team, you will enjoy the rewards of working alongside equally enthusiastic, dynamic and talented colleagues who thrive in an organisation that cares about them and takes care of them.

The Hive, introduced in July 2023, offers employees discounts and cashback on everyday spending with big brands, as well as a huge range of dining offers, holidays and amazing discounts on big purchases. Our employees have 24/7 access to free, independent and confidential advice, information and counselling services, covering legal, money advice, personal support and guidance. Further information about our unbeatable rewards and benefits can be found on our website.

We are committed to professional development at the Wade Deacon Trust and have a strong track record of supporting colleagues to progress in their careers. Collaboration is at the heart of our ethos and culture and our colleagues enjoy a wide

variety of support, opportunity, and reward across the Trust.

Our support staff on whole year contracts benefit from a holiday entitlement starting at 26 days and rising to 34 days with service. This entitlement is in addition to any Bank or Public holidays. The Trust has introduced two wellbeing inset days which all staff will benefit from.

## Further Information

Further information is available on the Trust website;

<http://www.wadedeacontrust.com>

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# HOW TO APPLY

## Informal Discussions

For an informal discussion about this role please contact the Director of Operations at [trust@wadedeacontrust.co.uk](mailto:trust@wadedeacontrust.co.uk) or 0151 458 3400.

## Safeguarding

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check and satisfactory medical clearance.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

For further information on criminal record self-declaration please refer the guidance available on our website at <http://www.wadedeacontrust.com/work-with-us/how-to-apply/criminal-records-self/>

## Application

If you are interested in this vacancy, please apply by completing the online application form. Your personal statement (maximum 1000 words) should address the following points:

- why you are interested in this post and how you have prepared yourself so far
- what contributions you feel you can make to our team
- any particular areas of strength and expertise you feel you may have

## Application Deadline

Applications should arrive by **Tuesday 7<sup>th</sup> May at 9am**







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Wade Deacon Trust  
Birchfield Road, Widnes, WA8 7TD  
Tel: 0151 458 3400

[www.wadedeacontrust.com](http://www.wadedeacontrust.com)