



Recruitment at
White Woods Primary Academy Trust

CENTRAL TEAM



White Woods
Primary Academy Trust



Job Advert

Job Title: Business Administration & Operations Assistant

Salary: Scale Point 5-6, Grade D - £25,583 - £25,989. (Pay Award Pending)

Appointment: Full-time, Permanent

Responsible to: Communications, Marketing & Engagement Manager / Deputy CEO

Start Date: ASAP

Location: The Pod, Canklow Woods Primary School, Rotherham, S60 2XJ

White Woods Primary Academy Trust was established in 2013 and is now a family of 16 primary schools within the borough of Rotherham.

Our vision is simple: *all children, whatever their background, will be supported to thrive both academically and socially, developing the skills of lifelong learners.* We believe in keeping the main thing the main thing — excellent teaching and learning — within a culture that is curious, collaborative, child-centred and challenging in all the right ways.

Our mission is to make every school an exceptional place to learn and work. We want children and adults to experience a breadth of exciting opportunities that spark curiosity, broaden horizons and build ambition. We believe that the best outcomes come when we combine **high challenge with high support**, and when joy, wellbeing and professional growth are woven into daily school life.

We are also proud to host a successful DfE English Hub and have a strong track record in developing effective approaches to reading.

This is a varied central-team role providing day-to-day administrative and coordination support. You will often be the person who keeps information organised, confirms the details, follows things up and helps plans run smoothly. The role includes executive diary support, management of the Trust-wide calendar, meeting administration, event coordination, English Hub course bookings and general operational support.

You will work with colleagues across the central team, headteachers, school staff, governors, training delegates, visitors, venues and external partners. You will need to communicate warmly and professionally, organise your workload carefully and know when to ask for help.



The successful candidate will:

- Provide accurate, timely and friendly administrative support to the CEO and central team.
- Coordinate diaries, calendars, meetings, bookings and routine communications.
- Administer English Hub events, courses and delegate bookings from enquiry through to evaluation.
- Support Trust-wide professional development, pupil events and other central-team activities.
- Develop strong administrative knowledge and skills through experience, feedback and, where applicable, an apprenticeship programme.

We can offer you:

- Membership of the Local Government Pension Scheme.
- Access to workplace and wellbeing support services.
- A genuine sense of belonging in a family of schools rooted in strong values.
- A comprehensive induction and support programme.
- A culture where curiosity, collaboration, joy and challenge drive professional growth.
- A real commitment to work-life balance: your wellbeing matters to us. We want you to thrive, both at work and beyond.

Key dates:

Recruitment Opens: Monday 27th July 2026

Recruitment Closes: Friday 14th August 2026

Interview Day: Friday 21st August 2026

How to apply?

Applications should be completed on our online application form:

[https://zfrmz.eu/mLPA\\$SrDOkBprZa4gBNgU](https://zfrmz.eu/mLPA$SrDOkBprZa4gBNgU)

*** Please note, for Job Location / Department, please select: Central Team.**

This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information



White Woods

Primary Academy Trust

about the Disclosure Scheme can be found at:
www.gov.uk/disclosure-barring-service-check.

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White Woods Primary Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our Recruitment Privacy Notice can be viewed [here](#).