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ENQUIRE LEARNING TRUST APPLICATION PACK

ADMINISTRATION AND CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) ASSISTANT

REF Number: ELTNOV2609

Unit 18 Appleton Court, Wakefield, WF2 7AR











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Welcome from the CEO...



Welcome to the Enquire Learning Trust. It is a privilege to lead a community of schools united by a shared commitment to excellence, equity, and opportunity. At Enquire, we believe in the power of education to transform lives—and we are proud to work alongside passionate professionals, dedicated governors, and engaged families to make that belief a reality every day.

Darren Holmes - Chief Executive Officer

Based in Wakefield, the Enquire Learning Trust operates 32 primary schools across the north of England. Each of these schools works collaboratively to ensure that all pupils receive the very best start to their education. We know that by working together, we can achieve more than any school could alone.

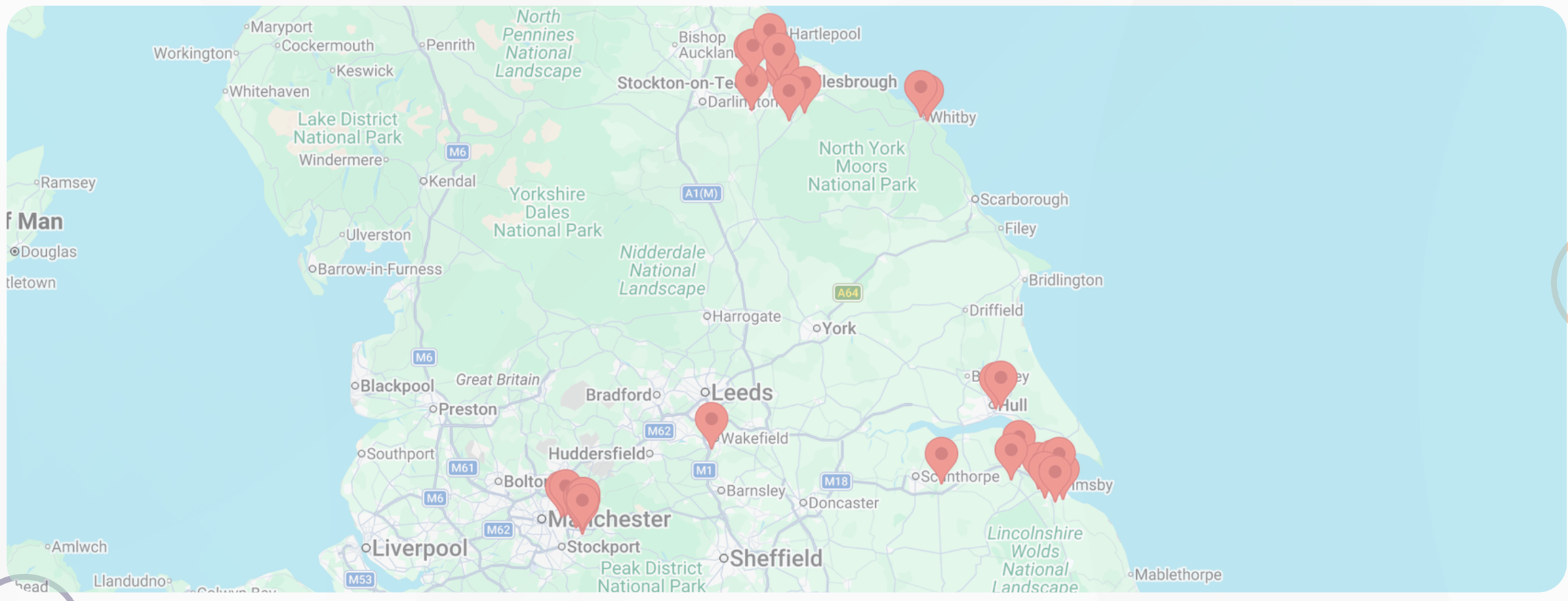
At the heart of our work is a deep sense of botheredness—a commitment to going the extra mile to secure the best outcomes for our pupils, colleagues, and communities. This ethos shapes a culture where care, ambition, and excellence are central to everything we do.

We are relentless in our pursuit of quality, believing that continual improvement is essential to delivering the highest standards in education. Through reflective practice, innovation, and collaboration, we ensure that our schools are always evolving to meet the needs of every learner.

Our people are our greatest strength. We are committed to recruiting, developing, and retaining exceptional staff, and we recognise the vital contribution of every member of our workforce. From classroom to leadership, every role is valued and supported.
Strong, values-led leadership and committed governance provide the foundation for our success. Together, they create the conditions for sustained excellence and empower our schools to flourish.

We also know that education is most powerful when it is a shared endeavour. That's why we actively engage with parents and carers, building meaningful partnerships that support children's learning and wellbeing.

At Enquire, we strive to exceed expectations - because our children deserve nothing less.



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OUR VALUES AND AMBITION

At Enquire Learning Trust, everything we do is driven by a clear and unwavering purpose: children come first. Across our academies, excellence is not just encouraged—it's expected. We foster a culture where curiosity, reflection, innovation, and discipline are the cornerstones of powerful learning.

We believe every child has the potential to be a powerful learner. And we're deeply committed—extraordinarily bothered, in fact—about making that belief a reality.

OUR CORE VALUES

- **Our Purpose** – Children always come first.
- **Our Ethos –** We champion quality, curiosity, reflection, innovation, and discipline.
- **Our Mindset** – We act with intelligent urgency, embrace learning as essential, and care deeply about outcomes.
- **Our Commitment –** We pursue excellence with relentless determination.
- **Our Culture –** We are united in strength, yet always mindful of our collective responsibility—only as strong as our weakest link.

OUR VISION

Our vision is underpinned by bold, transformative ideas that guide our work and inspire our people:

- Total Quality – Excellence is embedded in every aspect of our Trust.
- Diversity, Inclusion & Equity – We ensure fairness and unlock potential for all.
- Professional Development – We invest in lifelong learning for individuals, teams, and the organisation.
- Technological Excellence – We embrace digital innovation to enhance learning.
- Nurturing Talent – We build meaningful careers and develop future leaders.
- Collaborative Advantage – We harness the collective strength of our Trust to drive improvement.
- Responsible Innovation – We tackle challenges with creativity and courage.
- Botheredness – We go above and beyond for our pupils and colleagues.
- Belonging – We cultivate strong, supportive relationships across our communities.
- Empowering Every Child – We ensure every learner has the opportunity to succeed

ROOTED IN COMMUNITY, COMMITTED TO IMPACT

Our academies are more than schools—they are pillars of their communities. Each one is unique, shaped by its local context and strengthened by deep-rooted partnerships. We actively involve parents and community members in our governance, with representation on our Trust Board and Academy Improvement Committees.

Together, we are building a future where every child is empowered to thrive—and every community is proud to be part of our journey.









Job Advert

Administration and CPD Assistant - Central Team

Working Hours: 37 hours per week
Working Weeks: 38 weeks per year (Term Time Only)
Salary Scale Range: NJC SCP 7-12
Contract Type: Permanent
Location: Central Team, Wakefield, with travel to Trust academies as required
Responsible to: Director of Governance

About the role:
We are looking for an organised and enthusiastic Administration and CPD Assistant to provide high-quality administrative support across the Trust and help coordinate our professional development programme. You will support the planning and delivery of training events, maintain accurate records, manage enquiries and work closely with colleagues across our academies, Central Team and external partners. This is a varied role offering the opportunity to make a positive impact on staff development across the Trust.

What we are looking for:
We are seeking a proactive and approachable individual with excellent organisational and communication skills. You will be confident managing multiple tasks, maintaining accurate records and providing professional customer service. Previous administrative experience and strong IT skills are essential, while experience supporting training, events or CPD activities would be beneficial. Above all, you will be a reliable team player who is committed to delivering an excellent service and building positive relationships with colleagues.

What we can offer:

- Membership of local pension scheme
- Opportunities for development and progression
- Employee Assistance Programme provided by Health Assured
- Cycle to Work Scheme
- Octopus EV Scheme
- Lifestyle savings

How to apply:
You can apply for this position by visiting The Enquire Learning Trust

Closing date and time: 20th November 2026 12.00 noon
Interview Date: 3rd December 2026

DBS/Safeguarding Statement
The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an Enhanced Disclosure from the DBS.

Job Description - Administration & CPD Assistant

Job Purpose:

The Admin and CPD Assistant will provide efficient, professional and responsive administrative support to The Enquire Learning Trust Central Team, alongside supporting the coordination and administration of the Trust's Continuing Professional Development (Key Dates) programme.

The postholder will help ensure that colleagues across the Trust have a positive experience when accessing professional development, with courses, events, records and communications administered accurately and effectively.

The role requires someone who is highly organised, approachable and able to manage a varied workload. The postholder will work with colleagues across the Trust's academies, Central Team and external training providers and will handle information with appropriate care and confidentiality.

Key Responsibilities:

- Act as the first point of contact for Key Dates and CPD enquiries.
- Coordinate training events, development days, briefings and workshops, including bookings, invitations, joining instructions, venues, resources and refreshments.
- Maintain the CPD calendar, attendance records, registers, certificates and relevant systems.
- Liaise with facilitators, training providers, venues and colleagues across the Trust.
- Collate evaluations and participation data, and prepare information for reports.
- Identify and support improvements to CPD administration and the participant experience.
- Provide general administrative support, including correspondence, documents, presentations, spreadsheets and data entry.
- Manage telephone and email enquiries professionally, resolving or escalating matters as appropriate.
- Arrange meetings and Trust-wide events, including agendas, papers and practical arrangements.
- Maintain accurate electronic records, shared files, contact lists and filing systems.
- Provide flexible administrative cover across the Central Team and build positive working relationships with academy colleagues.

Confidentiality & Compliance:

- Adhere to all GDPR expectations as set out in Trust policy and government legislation

Development:

- Keep up to date with relevant legislation changes
- Attend any appropriate training and/or workshops as directed by the Director of Governance

The postholder will be required to perform the above duties but may also be asked to perform additional task that are deemed commensurate to the role.

The postholder must have the ability to travel across the Trusts regional hubs as needed.

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Person Specification

Criteria	Essential	Desirable
Qualifications	• Level 2 English (or equivalent or higher qualification) • Level 2 Maths (or equivalent or higher qualification)	• Level 2 or higher customer service qualification
Experience	• Proven background administrating processes • Customer service experience	• Experience working within or closely alongside a Multi-Academy Trust (MAT) • Experience of running / organising events
Knowledge	• How to use and accurately maintain records and systems • Good understanding of the role of administration within the organisation	
Skills	• Strong analytical and problem solving skills • Strong interpersonal skills • Strong attention to detail • Ability to work independently and as part of a team • High level of integrity and professionalism • Ability to work accurately under pressure and to strict deadlines.	

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Contact Details:

Name: Liz Thompson
Email: HR@enquirelearningtrust.org
Phone: 01924 792960

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

All documentation will be treated confidentially and processed in accordance with Data Protection regulations

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WHY JOIN US?

We believe that our people are our greatest asset. That's why we offer a range of benefits designed to support your wellbeing, finances, and work-life balance.

HEALTH AND WELLBEING

Health Assured Employee Assistance Programme

All employees have access to Health Assured, a confidential support service providing:

- 24-hour wellbeing, information and counselling helpline
- Access to a dedicated wellbeing app
- Legal and financial information
- Mental health and wellbeing support
- Online resources, videos and tools

Whether you need practical advice or emotional support, help is available whenever you need it.

FINANCIAL BENEFITS

Cycle to Work Scheme

Our Cycle to Work Scheme helps colleagues save money on bicycles and accessories while promoting a healthier and more sustainable commute.

Octopus Electric Vehicle Scheme

Through our partnership with Octopus Electric Vehicles, employees can access electric car leasing through a salary sacrifice arrangement, making the switch to greener travel more affordable.

Wills and Benefits Service

Employees can access specialist services and advice to help with future planning and provide peace of mind for themselves and their families.

LIFESTYLE BENEFITS

Tastecard Membership

Enjoy access to Tastecard at a discounted rate, offering savings on:

- Restaurants and dining out
- Cinema tickets
- Days out and attractions
- Travel and leisure activities

EMPLOYEE DISCOUNTS

Benefit from access to a wide range of discounts on everyday spending, including:

- Shopping and retail
- Technology and electronics
- Supermarkets
- Travel and holidays
- Leisure and entertainment

WORKING TOGETHER

We are committed to creating a positive, supportive workplace where colleagues can thrive professionally and personally. Our benefits package is designed to help you look after your wellbeing, save money, and enjoy a healthy work-life balance while making a difference to the children and communities we serve.
Supporting our people, so they can support others.