

Oak Learning Trust
c/o George Washington Primary School
Well Bank Road
Washington
NE37 1NL

Administrative Assistant at Oak Learning Trust

Salary: £26,428 - £26,846 (FTE) per annum TTO + 2 weeks **Contract:** Full Time, Permanent

Start Date: January 2027

Join Our Growing Multi Academy Trust

Due to the expansion of our trust central team, the CEO and Trust Board of Oak Learning Trust seek to recruit a capable, highly motivated and enthusiastic Administrative Assistant to provide clerical and administrative support to the central team and trust to enable the delivery of a professional and efficient administrative service. This is an exciting opportunity to contribute to the success of a thriving Multi-Academy Trust dedicated to providing excellent education for all pupils.

You will be:

- Skilled in the use of IT applications including Word, Office and Outlook.
- An excellent communicator able to work successfully with a wide range of stakeholders and partners.
- Able to prioritise workloads and meet deadlines.
- Friendly, flexible, outgoing and a good team player.

We are looking for someone who:

- Has high expectations of themselves and staff they work with.
- Is able to remain calm when working under pressure and to fixed time deadlines.
- Is to use their own initiative and manage their own workload and that of their team.
- Can provide a welcoming environment to all those visiting or contacting our trust.
- Is committed to their personal and professional development.

We can offer you:

- Friendly, supportive colleagues who are motivated to develop the trust and work well together.
- A positive and happy working environment.
- Excellent opportunities for professional development and career progression.
- Access to the Local Government Pension Scheme.
- The opportunity to make a real impact on the lives of children and young people.

Closing date: Thursday 8th October 2026 at 12 noon

Completed application forms to be returned to OLTRecruitment@olt.org.uk

This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, is subject to an enhanced Disclosure and Barring Service (DBS) check.

Oak 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. The Trust follows Keeping children Safe in Education Safer Recruitment procedures for all posts including appropriate pre-interview checks on shortlisted candidates and pre-employment checks pending any offer. The Trust safeguards and protects its pupils and staff by operating in accordance with Local Authority Safeguarding Children Partnership procedures.