

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

People Services Officer at Oak Learning Trust

Salary: £27,274 - £29,070 per annum

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 an enthusiastic, highly organised and professional People Services Officer to work in our Trust office. The successful candidate will play a key role in supporting both our human resource administration and our Local Governing Bodies (LGBs), helping to ensure that our academies are well supported, compliant and able to focus on delivering the very best education for our pupils. 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:

- Experienced in working in HR, governance or administrative role.
- An excellent communicator able to work successfully with a wide range of stakeholders and partners.
- Highly organised and be 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 able to use their own initiative and manage their own workload.
- Can provide a welcoming environment to all those visiting or contacting our trust.
- Is committed to their personal and professional development.
- Works effectively both independently and as part of a team.
- Can manage confidential and sensitive information.
- Has strong IT skills.

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.