****

**Oak Learning Trust**

**c/o George Washington Primary School**

**Well Bank Road**

**Washington**

**NE37 1NL**

**Tel: 0191 4906453**

**Office Administration Support**

**Hours per week: 37**

**Contract type: Permanent, term time + 2 weeks (41 weeks)**

**Salary: Grade 2, SCP 5 – 6 (pro-rata)**

**Working pattern: Monday to Thursday 8.30am to 4.30pm Friday 8.30am to 4pm**

We are looking to appoint a highly motivated and enthusiastic Office Administration Support person to work between two of our Trust Schools in Washington. You will be friendly, committed and able to use your own initiative while working within the office and reception areas, undertaking financial, administrative and school support duties as required.

**The successful candidates will:**

* provide a welcoming environment to all those visiting or contacting our school
* understand the need for flexibility in their role
* be able to work calmly under pressure in a very busy school office environment
* possess excellent communication and IT skills
* be solution focussed and proactive in their approach
* be confident, competent and caring in dealing with children and adults
* be committed to their personal and professional development
* be able to manage their own and the office workload ensuring a good service is provided to the school
* be able to maintain confidentiality
* be enthusiastic and supportive of the Academy ethos

**We offer:**

* a positive, supportive staff team
* a happy and friendly working environment
* good opportunities for professional development

**These posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.**

**This post requires a declaration under the Childcare Disqualification Regulations 2009, including Disqualification by Association**

**Oak Learning Trust safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board procedures.**

**Closing Date:** 12:00 noon on Monday 22nd September 2025

**Shortlisting:** Monday 22nd September 2025

**Interviews:** Thursday 25th September 2025

Job description, person specification and application form are available online at [www.jfkprimary.co.uk](http://www.jfkprimary.co.uk)

Please return completed forms to Mrs J. Mackintosh, Executive Office Manager – [OLTJanine.Mackintosh@olt.org.uk](mailto:OLTJanine.Mackintosh@olt.org.uk)