

**Oak Learning Trust**  
**c/o George Washington Primary School**  
**Well Bank Road**  
**Washington**  
**NE37 1NL**  
**Tel: 0191 4906453**

**Vacancy - Office Administration Support**

**Grade 2 point 5 – 6 pro-rata**

**Contract type: Permanent, term time + 2 weeks (41 weeks) 37 hours per week**

**Working pattern: Monday to Friday (8.30am to 4.30pm / 4.00pm Friday)**

We are looking to appoint a highly motivated and enthusiastic Office Administration Support person to work within our Trust Business Team based at George Washington Primary School. You will be friendly, committed and able to use your own initiative while working in our main 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

Please email or call in and see Miss Claire Fitzpatrick, Executive Office Manager ([claire.fitzpatrick@olt.org.uk](mailto:claire.fitzpatrick@olt.org.uk)) should you require a paper application form and job description.

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. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service. The Trust safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board Procedures. Applicants can view the Trust's child protection policies via our website.

**Closing Date:** 3<sup>rd</sup> April 2025 (noon)

**Shortlisting:** 4<sup>th</sup> April 2025

**Interviews:** 9<sup>th</sup> April 2025