



5 Dimensions Trust

Base location:
Walnut High School
Fyfield Barrow
Walnut Tree
MK7 7WH

Julia Baldwin
People Services Administrator
01908 677954

People Services Administrator x 2
Salary Grade 5 - £26,835pa - £30,060pa FTE, £24,481 - £27,423pa Term Time plus Inset Days plus 2 weeks, 41 weeks per annum Hours of work – 37 hours per week Monday to Thursday 8.30am – 4.30pm, Friday 8.30am – 4.00pm with a half hour unpaid break
Full Time, Term time
Start date: 01/09/2025

About our School:

The Trust reserves the right to close the application process at any stage should we receive sufficient applications.

5 Dimensions Trust is an equal opportunities employer. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Tel: 01908 677954

Email: recruitment@ct5d.com

Website: www.5dimensionstrust.com

CEO: Mr Tony Nelson

About the Role:

The roles are based in Walton High (Walnut Tree campus) and will commence in September 2025.

As a key part of our team, you'll support the smooth running of our day-to-day operations, handling a variety of administrative tasks and delivering excellent customer service to our employees.

What We're Looking For:

- At least 2 years of administration experience
- HR experience is a plus, but not essential – we're happy to develop the right candidate
- A proactive, organised, and friendly team player

What We Offer:

- A supportive and enjoyable team environment
- Comprehensive training and development opportunities
 - A strong focus on employee wellbeing
 - Access to high-quality CPD
 - Generous LGPS pension scheme
 - Incremental pay progression

At the 5 Dimensions Trust, we believe that happy employees are the foundation of a thriving organisation. If you're ready to grow your career in a place where your wellbeing and development matter, we'd love to hear from you!

Closing date for applications: 04/07/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/136842/EDV-2025-5DT-52969>