



5 Dimensions Trust

Walton High School - Walnut Tree Campus
Fyfield Barrow
Milton Keynes
MK7 7WH

People Services Team
01908 677954

People Services Administrator
Salary Grade 5 - £27,693pa - £31,021pa FTE, £25,264 - £28,300pa 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
Permanent, Term Time, Full Time
Start date: 15/10/2025

About our School:

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!

To view full details and apply online, please visit: <https://mynewterm.com/jobs/17101/EDV-2025-5DT-68902> or alternatively you can contact recruitment at the address below. 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 role is based in Walton High (Walnut Tree campus) and will commence ASAP.

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

Closing date for applications: 15/09/2025

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