



WORK WITH US

People Support Assistant

Permanent, Full time, 37 hours per week

NJC Band 5 (SCP 7-8), £27,274 – £27,709 per annum

To commence ASAP

We are seeking a professional, organised and highly motivated People Support Assistant to join our friendly and supportive People Team. This is an exciting opportunity to play a key role in delivering an efficient and effective HR service across our Trust.

As a central member of the team, you will provide high-quality administrative support across a wide range of HR-related activities, including recruitment, payroll administration, employee record management, absence monitoring and safeguarding compliance.

The successful candidate will have excellent organisational and communication skills, a strong eye for detail and the ability to manage multiple priorities with professionalism and discretion. Experience within an administrative role is essential and previous HR experience would be advantageous but not essential as training will be provided.

In return, you'll benefit from coaching and mentoring, professional development opportunities, collaborative Trust-wide and local professional networks, and a positive culture that values wellbeing, learning and development. Most importantly, you'll have the chance to make a meaningful difference to our schools, staff and pupils. For further information or to discuss the post please contact Sam Kochaniec, Head of People skochaniec@nalp.org.uk or 07717680016.

Information for applicants, including the job description and person specification for this role and an on-line application form, can be viewed at <https://recruit.sampeople.co.uk/Jobboard/Trust/nalp>

If you have any difficulties completing the on-line application form, please contact Sam Recruit on 01924 907319 or the People Team on people@nalp.org.uk

Closing date: Tuesday 27 October 2026

Interviews: TBC

Northern Arch Learning Partnership and its partner schools are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

www.northernarchlearningpartnership.org.uk



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