

Operations Support Officer Recruitment Pack

Working together, nurturing talent, empowering success



CULTURE & BEHAVIOURS

Connected
Helpful
Organised
Informed
Candid
Effective
Simple

Thank you for your interest

Here's a little bit about us.....

Founded in June 2016, Learners' Trust is a dynamic multi-academy trust based in Sheffield, South Yorkshire, supporting schools across the region.

We believe every child deserves the opportunity to thrive and aim to empower them from an early age with the skills, confidence and knowledge to move into adulthood with real choices.

Our vision is built on collaboration and capacity-building: developing outstanding leadership through coaching and mentoring, delivering excellent teaching through professional learning and an inspiring curriculum, and ensuring equity for all learners through early, agile intervention.



Our purpose is to empower children from an early age so that they have real choices about their futures, providing them with the skills, confidence and knowledge needed to move into adulthood with genuine options.

Our vision is underpinned by collaboration and capacity-building:

- Developing outstanding leadership through coaching, mentoring and talent management.
- Delivering excellent teaching through effective professional learning and an inspirational curriculum offer.
- Ensuring equity for all learners by intervening early and acting with agility when additional support is needed.

What makes us different?

We hold ourselves to measurable outcomes: for example in a recent staff survey, 100% of staff said they were proud to be part of their school, and 99% believed pupils are safe.

Our approach values both autonomy and collaboration, schools retain their distinctiveness and community ties while benefiting from central capacity and network strength.

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YEARS OF OPERATIONS

20+

SCHOOLS

3400+

HAPPY PUPILS

650+

EMPLOYEES

What can we offer you?

At Learners' Trust, we go above and beyond to make sure all our employees feel safe, supported and empowered to make a real difference in the work they do!



Health Benefits

Westfield Health employee assistance programme for doctor's appointments, mental health support inc. cash-back schemes



Salary Sacrifice – cars, bikes, tech

Octopus, Bike to work and Tech Scheme all support our staff in maximising their spending options



Good working technology

All equipment is never out of date, deployments are managed centrally by a lead team of specialist staff



Effective Policies

E-assessments, Ai Marking, schemes to support planning and teaching



Leadership Support

Support for our leaders on every site, every day, every week – 99% of our staff are proud to be apart of the trust.



"At Learners' Trust, we harness collaboration to create supportive environments where everyone flourishes"



How to apply

You've learned a little about us, now it's over to you!

If you share our vision, and believe you have the skills, passion, experience and values to make a difference at Learners' Trust, we'd love to hear from you!

To apply, please submit your application form by following the QR code below.

This is an important part of the process as it helps us understand how your experience, achievements and values align with our goals and gives you the opportunity to demonstrate what makes you an excellent fit for both the role and our Trust.

Before you get started, take some time to read the Job Description and Person Specification carefully and familiarise yourself with our culture and values detailed on our website.

These documents set out the key skills, experience and qualities we're looking for and how we'll assess them during the selection process.

The essential criteria are the things you must have to succeed in the role, so please make sure you can confidently demonstrate these before submitting your application. The desirable criteria are qualities that would be an advantage, but don't worry if you don't meet every one, we are a Trust that invests in people, and many of these can be developed once you are in post.

Finally, be honest, be yourself and let your personality shine through!

Good luck!



Important Information

Closing date: **10th April 2026**

For further information and details on how to apply, scan the QR code below.

