**Job advert** 

**Position**: Receptionist Administrator

**Salary:** £20,494 - £22,183 (FTE)

**Contract type**: Term Time only (39 + 2 weeks), 37 hours (£18,523 - £20,050 pro rata)

**Closing date**: Friday 8th July 2022

**Shortlisting:** Monday 11th July 2022

**Interview date:** Friday 15th July 2022

**Start date:** September 2022

**About West Riding**

Based in Worsbrough, Barnsley; this new specialist provision is based in a picturesque setting overlooking fields and away from the main road. In Autumn 2022, West Riding will initially offer places for 24 secondary-age pupils. The cohort will be children and young people who experience mild to moderate developmental delays and a co-existing diagnosis such as Autism Spectrum Conditions, social and emotional mental health needs, including other special educational needs and disabilities.

Here at West Riding we want children to be happy and thrive in an educational environment that meets their needs. West Riding will support and nurture all children and young people to reach their full potential, whatever that may be for them, as individuals.

West Riding will offer a curriculum that is meaningful, interesting and inspires learning. Working closely with local schools and businesses West Riding will endeavour to prepare the children for adulthood at the earliest stage; whilst creating excitement and a love of learning.

West Riding is in search of a unique, forward thinking, highly motivated Receptionist Administrator who has a passion for working with people. This post is fundamental to the first impressions of our stakeholders at West Riding. This unique Receptionist Administrator will work closely with the senior leadership team. A positive and friendly and approach to the role is crucial to this very exciting role at West Riding.

Similarly they will be committed to their own ongoing professional development and that of the dedicated staff team.

This post is ideally suited to an experienced teacher or leader ready to embrace this unique opportunity working at West Riding.

**About the Trust**

Nexus Multi Academy Trust is an award-winning Trust, founded in 2016 with a large network of academies across South Yorkshire. The vision for Nexus is that we are constantly “Learning together, to be the best we can be.” This vision drives our commitment to making our Trust a great place to be, work, and learn.

We are forward thinking and innovative with collaboration, enrichment and improvement enshrined within our day to day practice. Please see a copy of our most recent prospectus on our website [Nexus Multi Academy Trust | Special Schools Across Yorkshire (nexusmat.org)](https://www.nexusmat.org/)

At Nexus we believe it is really important we are, in all the things we plan and do: Inclusive; Child Centred; Family Focused; Caring; Passionate; Nurturing; Encouraging; Enriching; Empowering. We bring these high expectations to everything we do. If your values align with our core values we want to hear from you.

**How to Apply**

Completed application forms are to be returned via email or post Michelle Sault at westriding@nexusmat.org or postal address: Nexus Multi-Academy Trust Unit A06, 34 Magna Business Park, Temple Road, Rotherham S60 1FG

All candidates are advised to refer to the job description and person specification before making an application.

We reserve the right to close this vacancy early should we receive an overwhelming response.

**Further information**

If you would like an informal and confidential conversation about the role please contact Michelle Sault on 01709 257277

**Nexus Multi Academy Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment.**

Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.

This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level and a barred list check. Further information about the Disclosure and Barring Service and can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

We are an equal opportunities employer committed to recruiting and retaining a diverse workforce. We reserve the right to close this vacancy early should we receive an overwhelming response.