

Position: General Administrator

Salary: Grade 5 NJC04 – NJC06 starting at £20,268.00

Location: Heatherwood School, Leger Way, Doncaster, DN2 6HQ

Contract type: Full-time permanent working 37 hours per week (minus 30 minutes each day for a lunch break - Term time only + 5 training days.

Mon – Fri 8.00 am – 4.00pm - One day per week will be 30 minutes less – to be arranged)

Closing date: Sunday 12th May at midnight

Interview date: Tuesday 21st May 2024

About the School

Heatherwood School is a vibrant learning community and part of Nexus Multi Academy Trust. It is a special day school for pupils aged 3-19 years with severe, profound and/or multiple learning difficulties. Heatherwood School has an additional post 16 provision for pupils with moderate learning needs; and a small cohort are educated at, The Bridge, our offsite provision.

We seek to develop a better tomorrow for all learners, through a holistic blend of quality first teaching experiences; celebrating pupils' strengths along a highly personalised learning journey.

We are committed to preparing our pupils for adulthood through the provision of outstanding levels of education and care, facilitating innovative opportunities and experiences to engage, and motivate, all pupils.

Heatherwood School is dedicated to multi-disciplinary team working, in partnership with parents and carers, to ensure all pupils develop appropriate skills for life and achieve their full potential.

About the Trust

Nexus Multi Academy Trust was founded in 2016 and has the highest ambitions possible for everyone we work with. We are a forward thinking and innovative Trust with collaboration, enrichment and improvement enshrined within our day to day practice ensuring that learners and their families are always at the centre of what we do.

The vision for Nexus is that we are constantly "Learning together, to be the best we can be." This vision is what we aspire to and is as relatable to every employee and partner of our Trust as it is to our children, young adults and their families.

Our Opportunity

Heatherwood School is seeking to appoint a General Administrator to join our office team. The successful candidate will form part of an enthusiastic and committed staff team and all relevant training will be given.

We are seeking to appoint a motivated and highly organised member of staff who recognises the importance of providing the best administrative support possible for our school.

What You Can Expect

- ❖ an exciting opportunity to join a growing academy with Heatherwood School
- ❖ a school with happy friendly children and young people who have a positive attitude to school
- ❖ a school with excellent professional development opportunities
- ❖ a dedicated and caring staff team who are committed to building on the strengths of the school
- ❖ a warm, friendly and supportive team committed to ensuring all children realise their full potential
- ❖ a dedicated community of supportive parents, carers and academy council members
- ❖ an outward facing researched based school
- ❖ multi-disciplinary team working
- ❖ a supportive culture steeped in mentoring and coaching opportunities and development.
- ❖ an opportunity to join colleagues who will make you proud to be part of the education system
- ❖ access to tailored CPD and development opportunities
- ❖ working within an award-winning MAT who pride themselves on having friendly and supportive academies who together are helping to transform communities

Further information

For further information about the post please contact Pam Rebbeck, Resource Manager by telephoning 01302 322044 or emailing prebbeck@nexusmat.org. Please apply by using the Nexus application form (attached)

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.

We are an equal opportunities employer committed to recruiting and retaining a diverse workforce.

[Completed application forms should be returned to the school for the attention of Pam Rebbeck, Resource Manager, or emailed to \[prebbeck@nexusmat.org\]\(mailto:prebbeck@nexusmat.org\)](#)

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 and if you have not been contacted by 20th May 2024 your application has been unsuccessful.