**Position:** Procurement Assistant

**Salary:** NJC 7 to 11 (Band E) - £15,350 - £16,361 gross per annum (FTE £25,584 - £27,269 gross per annum)

**School and Location:** Nexus Head Office, Enterprise Works, 300 Meadowhall Way, Sheffield S9 1EA

**Contract type:** Part-Time 22 hours per week (0.6), 52 Weeks

**Closing date:** Sunday, 25 May 2025

**Shortlisting date:** Monday, 26 May 2025

**Interview date:** Thursday, 05 June 2025

**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**

Working under the supervision of the Procurement and Contracts Officer, the successful candidate will provide operational and administrative support across the Trust’s procurement function, helping to ensure business activities are well-organised, efficient, and compliant with policy and statutory guidance.

As the first point of contact for procurement queries from Nexus MAT academies and external partners, the postholder will play a crucial role in supporting day-to-day purchasing activity and enabling the smooth delivery of services, by exercising excellent customer service skills at all times.

**What you can expect from us**

*Wellbeing – Pay – Careers and Training – Annual Leave and Flexibility*

* Access to free wellbeing support resources including counselling, medical and legal advice and an option to top up to private healthcare via corporate membership of a healthcare plan.
* Access to discount schemes for savings with high street retailers, restaurants, activities and lifestyle services
* Auto enrolment into a leading pension scheme with Teachers Pension Scheme or Local Government Pension Scheme
* Access to extensive and tailored career pathways, CPD programmes, training and coaching giving you the opportunity to grow and develop your career
* An Induction package to help you settle in and approach your role with confidence and enthusiasm
* The ability to contribute to and share quality practice with other professional TAs, Teachers and the wider team
* Internal opportunities across the Trust academies and to work with specialised leaders in education on nationally recognised projects
* Flexible working policies
* Cycle to Work Scheme
* Annual leave increases based on length of service plus bank holidays for support staff

**Further information**

For an informal and confidential conversation about the role, please contact Lana Stoyles, Executive Director - Business Transformation on 01709257277.

**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. 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.

Please ensure that completed application forms are submitted to [HR-enquiries@nexusmat.org](mailto:HR-enquiries@nexusmat.org)

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