**Position:** School Resource Manager (Maternity Cover)

**Hours and Salary:** 37 hours NJC 24-27 £35,413 - £38,221 (Actual Salary £32,280 - £34,840)

 (Inclusive of the provisional 3.2% cost of living pay award)

**School and Location:** Kelford School, Oakdale Road, Kimberworth, Rotherham S61 2NU

**Contract type:** Fixed Term 01 September 2025 – 31 August 2026 to cover maternity leave, Full Time, Term Time plus 10 days

**Closing date:** Wednesday12:00pm02 July 2025

**Interview date:** Tuesday 08 July 2025

Excitingly we have a MAT leave School Resource Manager post available. This post will be available from 1st September 2025 until 31st August 2026. There may be an extension to the role, depending on the school's current School Resource Manager's return to work date. It is anticipated that the Autumn Term 1 will be used as a period of handover with the role coming into effect formally from Monday 3rd November.

**About the Trust**

This is an exciting opportunity to join an award winning Multi Academy Trust and be part of a welcoming and supportive team that serves amazing children and young people. Nexus Multi Academy Trust was founded in 2016, with 17 unique SEND and mainstream academies.

We are a growing, forward thinking and innovative Trust with a shared ethos, vision and values for a personalised child centred approach. We are committed and invested in “Learning together, to be the best we can be” and it is as relatable to every employee and partner of our Trust as it is to our children, young adults and their families.

Please see a copy of our most recent prospectus, for further information.

**Our Opportunity**

We are looking for someone who works in an innovative way to positively and actively contribute to whole school improvement through effective leadership of the school's existing admin team. The role will include but is not limited to ensuring the administrative functions of the school are completed to a high standard, oversight and maintenance of health & safety, development of whole school procedures and ensuring value for money is realised in all aspects of school business.

The interested person must:

- Be able to commit to the working hours of 8-4pm Monday to Thursday, Friday 8-3.30pm.

- Have minimum GCSE grades (or equivalent) at A-C / 4-9 in English and Maths

- Have knowledge of safeguarding systems and processes

- Have proven leadership skills.

- Have recent, relevant professional development in current information, data and finance systems.

**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

**To apply**

For an application form please contact hr@nexusmat.org Completed applications to be sent to smulhall@nexusmat.org

All candidates are advised to refer to the job profile before making an application.

We reserve the right to close this advertisement early should we receive a high volume of suitable applications.

**Further information**

For an informal and confidential conversation about the role, please contact Sarah Mulhall, Headteacher smulhall@nexusmat.org

Further information can be found on our school website [Nexus Multi Academy Trust | Learning together, to be the best we can be](https://www.nexusmat.org/)

**Nexus Multi Academy Trust is committed to safeguarding and protecting the welfare of children and young people 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 young people. 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.