**Position:** Administration Support

**Hours:** 37 hrs term time only + 5 inset days

**Salary: NJC point** 5 – 7 25,584 – 26,403

**Actual salary** £22,435 - £ 23,153

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

**School and Location:** Beech Academy, Mansfield

**Contract type:** Full-time Permanent

**Closing date:** Wednesday 16th July 2025

**Shortlisting date:** Thursday 17th July 2025

**Interview date:** W/C 21st July 2025

**About our School**

Our children and young people at Beech deserve an education that will change their lives and give them the opportunity to fulfil their potential. Staff employed in our Academy Trust enjoy a fulfilling At Beech Academy we take pride in helping our children and young people turn ‘I can’t’ into ‘I can’. career; we focus on releasing your potential and maximising your impact.

**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 seeking to appoint a highly motivated, enthusiastic, hardworking and flexible administration Assistant to join a team of dedicated staff who are committed to providing an excellent learning environment and become part of a successful team in a busy working environment.

Whether you have experience in working within a mainstream or specialist education setting, The ideal candidate will bring enthusiasm, integrity and excellent customer service skills to our busy school setting.

Knowledge of SEN will be advantageous and you must be able to respond to the emotional, social and mental health needs of our children and young people.

**What you can expect from us**

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

* An exciting opportunity to join a growing and highly successful academy
* An opportunity to join colleagues who will make you proud to be part of our state education system and who pride themselves on working together as a family
* Working within an award-winning MAT who pride themselves on having friendly and supportive academies who together are helping to transform communities
* 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 [jpalmer@nexusmat.org](mailto:jpalmer@nexusmat.org)

Completed applications to be sent to jpalmer@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 jpalmer@nexusmat.org

Further information can be found on our school website www.beechacademy.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.