**Position:** EHCP Administrator

**Hours and Salary:** 37 hours per week, Band E £22,848 - £24,353 actual salary

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

**School and Location:** Abbey School

**Contract type:** Permanent – Term Time

**Closing date:** 26th September 2025, 10 am

**Shortlisting date:** 26th September 2025, 10 am

**Interview date:** 30th September 2025

**About our School**

Are you ready for your next challenge? Can you teach and deliver creatively? Are you passionate about making a real difference to pupils with SEND? Take a leap and become part of #teamabbey

Abbey School is a school for children and young people with SEND. We are a special school based in Kimberworth with a Post 16 provision on the main site and a satellite provision at Horizon Community College in Barnsley. The position is based on the main site in Rotherham.

We currently have 234 pupils aged between 5 to 19 years old. The school has a strong ethos on inspiring youngsters to learn, believing that they are able to overcome any barriers and achieving their absolute full potential.

We have an immersive approach to our curriculum that is thematic throughout the school. Our classrooms are immersive and this allows pupils to work both independently and in collaboration together. We offer a fantastic CPD programme for all staff at all levels. We would strongly advise you to look on our website and twitter pages to see some of our fantastic work.

Also watch the recruitment video <https://www.youtube.com/watch?v=C5I0uTBCFY8>

**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 20 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.

**Our Opportunity**

We are seeking to appoint a highly motivated, enthusiastic, hardworking and flexible EHCP Administrator 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 are an experienced Admin Assistant who has worked within a mainstream or specialist education setting, or someone who has exceptional vocational skills and a real drive to make a difference in children’s lives, you must be able to provide our children with aspirations for their futures along with promoting a positive culture in everything you do.

Knowledge of SEN and experience of working in a school environment will be advantageous but not essential. Being familiar and experience of working with Microsoft office is essential.

You will need to demonstrate:

* Be capable of working with minimal supervision
* Remain calm under pressure
* Be committed to supporting the aims of the academy
* Committed to promoting positive values, attitudes and behaviour
* Maintain confidentiality at all times.
* Be able to work within specified deadlines.

You will be working as part of a team supporting a large special school on separate sites who support all the teaching and non-teaching staff to ensure they provide the best our pupils at all times. You will be part of a committed staff team who are motivated every day by improving the life chances of our children and young people.

**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 [abbeyschool@nexusmat.org](mailto:abbeyschool@nexusmat.org)

Completed applications to be sent to [abbeyschool@nexusmat.org](mailto:abbeyschool@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 Karen Blakemore 01709 740074.

Further information can be found on our school website Further information can be found on our school website [www.abbeyschool.org](http://www.abbeyschool.org) & [Career List | Nexus Multi Academy Trust (nexusmat.org)](https://www.nexusmat.org/careers)

**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.