**Position:** **Assistant School Resource Manager**

**Salary: Full-time Band F (Scale point 12 - 17)**

 **Actual Salary: £26,285 – £28,513**

 **FTE salary £28,598 - £31,022**

**Location: Forest View, Estate View Rawmarsh, Rotherham, South Yorkshire S62 7JD**

**Contract type: Permanent**

**Closing date: 3rd November 2025**

**Shortlisting date: 3rd November 2025**

**Interview date: 10th November 2025**

**About our school**

Hilltop School is a designated SLD (severe learning disability) school situated in two sites: Hilltop in Maltby and forest view site Rawmarsh, Rotherham.

We are a through school meaning we accept some students on a part time basis from the age of 2 in our Early Years class at Hilltop Maltby, up to our oldest students in our Post 16 Department at Forest View in Rawmarsh, who leave us aged 19 in Year 14.

You can help create a forward thinking, innovative culture where pupils and staff can truly flourish. Our ambition and yours will be that Hilltop is a centre of excellence for both the specialist provision and for promoting the latest inclusive practices across education.

Our children and young people at Hilltop 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 career and 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 our website [Nexus Multi Academy Trust | Learning together, to be the best we can be](https://www.nexusmat.org/)

**Our Opportunity**

We are offering an exciting opportunity for a motivated and capable individual to join our team as an Assistant School Resource Manager (ASRM). This pivotal role supports the delivery of operational and business services within the school, helping to ensure the smooth and effective running of key functions such as:

* Finance
* Procurement
* HR processes
* Estates compliance
* Administration
* Marketing
* Information governance

As ASRM, you will take on delegated leadership responsibilities across specific operational areas, contributing to strategic planning, coordination, and service delivery. You’ll lead day-to-day operations, manage staff, and oversee systems to ensure they run efficiently and in alignment with Trust standards.

This is a fantastic opportunity for someone who thrives in a dynamic environment, enjoys problem-solving, and is passionate about supporting educational excellence through strong operational leadership.

You will be working as part of a departmental team and will be expected to lead a team of teaching assistants. Staff at Hilltop go the extra mile, is that you? You, will be part of a highly committed staff team who are motivated every day by improving the life chances of our children and young people so that they can be the best that they can be.

**What you can expect 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: Hilltop.applications@nexusmat.org

Completed application forms are to be returned via email to Richard Bone at Hilltop.applications@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 a high volume of suitable applications.

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**Further information**

Visits are warmly welcomed, or alternatively, you may like an informal and confidential conversation about the role.

For an informal and confidential conversation about the role, please contact the school office who will put you through the correct person (Richard Bone):

Hilltop – 01709 813386

Hilltop Forest view - 01709 222087

Further information can be found on our school website <https://www.nexusmat.org/careers>

 **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](http://www.gov.uk/disclosure-barring-service-check).

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