**Position:** Receptionist/Administration Assistant

**Hours and Salary:** 37 hours per week, term-time only

NJC 04 – 06 : £25,185 to £25,989 F.T.E.Pro rata salary: £21,794 to £22,490

**School and Location:** Bader Academy, Doncaster

**Contract type:** Full-time, Permanent

**Closing date:** Wednesday 15th October 2025

**Shortlisting date:** Wednesday 15th October 2025

**Interview date:** w/c 3rd November 2025

**About our School**

**Brave... Collaborative...Adaptable...Love...Positivity...Future-conscious**

Do you have these core traits to be a successful Change Maker and Receptionist/Administration Assistant at Bader Academy?

Bader Academy is a special school which opened in September 2020, and which provides 100 places

for children and young people, aged 5-16, who have an Education, Health and Care Plan with a

primary diagnosis of Communication and Interaction Difficulties.

Our ambition and yours will be that Bader 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 Bader 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 a copy of our most recent prospectus, for further information.

**Our Opportunity**

The post is part of the school team who provide a full support service to the school. The post holder will need advanced skills in Microsoft Office as this is used to its full extent, including importing and exporting to other software packages and producing sophisticated documents and reports. A logical and organised work ethos is essential, as well as the confidence to use and explore task- specific software packages.

Whether you are have worked within specialist educational needs school before or are someone who has exceptional vocational skills and a real drive to make a difference in children’s lives, you must be able to support the school in providing our children with aspirations for their futures along with promoting a positive culture in everything you do.

**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 visit the Bader Academy Vacancies page: [BaderAcademy/Vacancies](https://www.baderacademy.org/page/?title=Vacancies&pid=50)

Completed applications to be sent to [baderacademy@nexusmat.org](mailto:baderacademy@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 Viki Drew on 01302 433003 or at [vdrew@nexusmat.org](mailto:vdrew@nexusmat.org)

Visits to the school are warmly welcomed and can be arranged by contacting Richard Bone on 01302 433003 or at [baderacademy@nexusmat.org](mailto:baderacademy@nexusmat.org)

Further information can be found on our school website <https://www.baderacademy.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.