

Position: **Administration Assistant**

Hours and Salary: 37 hours per week, Term Time Only, NJC (6–11)

Pro Rata – Actual Salary: £22,490 - £24,353

Full Time Salary: £25,989 - £28,142

School and Location: Nottingham HOPE Academy, Castle Gate, Nottingham, NG1 7AR

This role will be based at our city centre site

Contract type: Permanent, Term Time Only

Closing date: Thursday 5th March 2026 9:00am

Shortlisting date: w/c Monday 9th March 2026

Interview date: Week beginning 16th March 2026.

About our School

Nottingham HOPE Academy
formerly Hospital and Home Education Learning Centre (HHELC)

Nottingham HOPE Academy is a school based in Nottingham City which caters for pupils and young people with a range of medical or mental health needs. The school is located on four sites.

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 19 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](#) and [workforce engagement statement](#) for further information.

Our Opportunity

We have an exciting opportunity for an administrator to join our team.

We are looking for someone with a positive, can-do attitude who is approachable, friendly and professional.

You will be based at our City Centre provision and occasionally support across our other provisions if required.

You will join a unique provision with a committed and supportive leadership and admin team who are motivated every day to improve the life chances of our children and young people.

You will be supported by the Office Manager and an experienced and dedicated admin team who are based across sites.

As the first port of call at our City Centre provision you will be greeting a wide variety of visitors including parents and students, therefore a friendly, welcoming manner together with confidentiality and professionalism is essential. You will apply our safeguarding procedures by ensuring all visitors have appropriate ID. You will contribute towards keeping our reception a safe and welcoming space, and ensure resources are maintained.

Along with general office duties, you will support with daily attendance and liaise with parents, home schools and alternative provisions. You will update attendance and student details using Bromcom and update our Supply Tracker on a daily basis. You will support with Admissions and Referrals therefore accuracy and attention to detail is essential. You will liaise with our site manager or external contractors for site issues; raise purchase orders and receive/distribute deliveries. You will support the Office Manager with recording staff absence and the school census.

Do you have what it takes?

- office experience including Microsoft Office, specifically Excel, Word and Outlook. Knowledge of Bromcom would be ideal but training will be provided for the right applicant.
- excellent interpersonal skills, including the ability to deal with staff, pupils, parents and visitors with empathy, tact and confidentiality
- To 'read the room' and adapt accordingly
- the ability to work using your own initiative with a 'can do' attitude.
- Multitask and be able to prioritise
- Accuracy and attention to detail
- comply with the appropriate Government, Local Authority (LA) and the school policies, procedures and 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

If you're interested in this role and wish to apply, please visit the Nexus MAT website - www.nexusmat.org to download an application form. You'll find it under the Joining Us – Careers section, where the position is listed. All candidates are advised to refer to the job profile before making an application.

Completed applications to be sent to hope.hr@nexusmat.org

In line with safer recruitment practices and Keeping Children Safe in Education (KCSIE), curriculum vitae (CV's) will only be accepted alongside a full application form

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 or to visit the school, please contact hope.hr@nexusmat.org

Further information can be found on our school website [Nottingham HOPE Academy - Vacancies](#)

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.

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