



Post title:	Assistant School Resource and Exams Manager
Salary and grade:	NJC 22-26 / £33,699 - £37,280 FTE Actual Salary £29,551 - £33,265
Hours of work:	37 hours per week, Term Time Only (39 weeks)
Line manager/s:	School Resource Manager
School and Location:	Bents Green School, Sheffield (You may be asked to work across all Bents Green Sites, primarily based at either our Ringinglow or Gleadless site.)
Contract Type:	Permanent
Closing Date:	Sunday 31 May 2026
Shortlisting Date:	Thursday 4 June 2026
Interview Date:	Tuesday 9 June 2026

About our School

At our core, we are a kind, resilient, and patient team who believe that no two days are the same when working with young people. Guided by the principle that behaviour is communication, we provide a trauma-informed, student-centred approach that recognises and responds to the complex needs of every learner. We are committed to inclusion and practice unconditional positive regard, ensuring each student feels valued, respected, and safe. Through a culture of nurture and adaptability, we create learning environments where trust can grow and progress can be made. As team players, we are reliable and collaborative, working together to deliver consistent support that leads to improved student outcomes. We celebrate the small wins, and understand that every journey is unique, and we adapt our approach to meet students where they are, empowering them to achieve their full potential.

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 are seeking a highly organised, proactive and committed **Assistant School Resource & Exams Manager (ASRM)** to play a key role in delivering exceptional operational and business services within our school. This is a pivotal position that blends leadership, coordination and hands-on management across finance, HR, administration, marketing, information governance and—critically—the full lifecycle of examinations.

Working closely with the School Resource Manager and the wider Trust, you will help ensure our systems, processes and services run smoothly, efficiently and in line with high standards of compliance and professionalism.

As the ASRM, you will:

- Ensure high-quality operational services that align with school and Trust priorities.
- Support and guide the business support team, promoting professionalism and continuous improvement.
- Maintain consistent systems that support audit readiness and regulatory compliance.
- Coordinate specialist administrative functions, including SEND documentation, medical needs planning, pupil transport, and support for vulnerable groups.
- Contribute to Trust-wide resource and business service networks.

We are looking for someone who:

- Thrives in a busy, varied operational environment.
- Has strong organisational skills and meticulous attention to detail.
- Communicates clearly and confidently with staff, students, families and external partners.
- Understands the importance of compliance, confidentiality and accuracy.
- Is committed to continuous improvement and collaborative working.
- Has experience in school operations, exams administration, or a similar environment (desirable but not essential).

Why Join Us?

- A supportive leadership team and Trust network.
- Opportunities for professional development and career progression.
- A role where your work directly contributes to student success and school improvement.
- A collaborative, forward-thinking environment where your ideas and initiative are valued.

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 to download an application form. Once on the Nexus MAT website, select the *Joining Us – Careers* section, click on the position you wish to apply for, and the application can be found at the bottom of the page.

All candidates are advised to refer to the job profile before making an application.

Completed applications to be sent to bents.recruitment@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, please contact **Amanda Hobson or Clare Gratton on 0114 2363545 or the above email.**

Further information can be found on our school website www.bentsgreen.co.uk

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.

Privacy Notice (Job Applicants)

We are committed to protecting your personal data and handling it responsibly. The information you provide on this application form will be used solely for recruitment and selection purposes, to assess your suitability for the role, and to communicate with you about your application.

Your data will be processed in accordance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We will only share your information where necessary and will retain it only for as long as required for recruitment purposes.

For full details on how we collect, use, store, and protect your personal data, including your rights as a data subject, please refer to our full Privacy Notice available on our website