



Position:	Receptionist / Admin Assistant
Hours and Salary:	Grade 5 NJC04 – NJC06 (FTE £25,185 - £25,989 – Actual £13,430 - £13,859) Part-Time 22.50 hours per week 8.00a.m – 4.00p.m Tues, Wed & Thurs) (minus 30 minutes for lunch break)
School and Location:	Heatherwood School, Leger Way, Doncaster, DN2 6HQ
Contract type:	Part time permanent, term time only plus 5 training days
Closing date:	Sunday 31 st May 2026 at midnight
Shortlisting:	Week commencing 1 st June 2026
Interview date:	Monday 8 th June 2026

About our School

Heatherwood School is a vibrant learning community and part of Nexus Multi Academy Trust. It is a special day school for pupils aged 3-19 years with severe, profound and/or multiple learning difficulties.

Heatherwood School has an additional post 16 provision for pupils with moderate learning needs; and a small cohort are educated at, The Bridge, our offsite provision.

We seek to develop a better tomorrow for all learners, through a holistic blend of quality first teaching experiences; celebrating pupils' strengths along a highly personalised learning journey.

We are committed to preparing our pupils for adulthood through the provision of outstanding levels of education and care, facilitating innovative opportunities and experiences to engage, and motivate, all pupils.

Heatherwood School is dedicated to multi-disciplinary team working, in partnership with parents and carers, to ensure all pupils develop appropriate skills for life and achieve their full potential. This is an opportunity to work with amazing children and young people and make a difference. You can help change perceptions and attitudes around special educational needs and neurodiversity. Become a child's champion and make memories that will last.

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.

For further information, please see a copy of our most recent prospectus on our website at www.heatherwoodschool.org

Our Opportunity

Heatherwood School is seeking to appoint a Receptionist/Admin Assistant to join our busy office team. The successful candidate will form part of an enthusiastic and committed staff team and all relevant training will be given.

We are seeking to appoint a motivated and highly organised member of staff who recognises the importance of providing the best administrative support possible for our school.

You will be part of a committed whole school staff team who are motivated every day by improving the life chances of our children and young people.

What you can expect from us

- ✓ An exciting opportunity to join a growing academy with Heatherwood School
- ✓ A school with happy friendly children and young people who have a positive attitude to school
- ✓ A school with excellent professional development opportunities
- ✓ A dedicated and caring staff team who are committed to building on the strengths of the school
- ✓ A warm, friendly and supportive team committed to ensuring all children realise their full potential
- ✓ A dedicated community of supportive parents, carers and governors
- ✓ An outward facing researched based school
- ✓ Multi-disciplinary team working
- ✓ A supportive culture steeped in mentoring and coaching opportunities and development
- ✓ An opportunity to join colleagues who will make you proud to be part of the education system
- ✓ Access to tailored CPD and development opportunities
- ✓ Working within an award-winning MAT who pride themselves on having friendly and supportive academies who together are helping to transform communities



To apply

If you're interested in this role and wish to apply, please use the Nexus application form (attached) or contact the school at Heatherwood@nexusmat.org

[Completed application forms should be returned to the school for the attention of Pam Rebbeck, School Resource Manager, or emailed to Heatherwood@nexusmat.org](#)

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

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

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.