

<b>Position:</b>	Administrator
<b>Salary and grade:</b>	NJC 7-11 FTE £27,275 - £29,071 (Actual Salary - £22,625.21 - £24,115.03) - Inclusive of the provisional 3.3% cost of living pay award
<b>Hours:</b>	35 hours per week (8:30am – 4:15pm Monday – Thursday, 8:30am – 3:00pm Friday), term time only plus 5 days.
<b>School and Location:</b>	Hallamshire Academy, Sheffield
<b>Contract type:</b>	Permanent
<b>Closing Date:</b>	Monday 6 <sup>th</sup> July

### **About our School**

Hallamshire Academy will be a brand-new special school for children and young people aged 7–19 with complex needs linked to Autism and SEMH. Opening in a beautiful historic setting, with expansive grounds, we are creating a school that is relational, inclusive and highly personalised.

Hallamshire Academy is being built on the belief that relationships come first. We know that when children feel safe, valued and understood, they are able to thrive. Our values of kindness, inclusion, curiosity and high expectations underpin everything we do.

We are seeking an administrator who wants to be at the heart of our school community and share in the successes, achievements and everyday joys of our children and young people. The successful applicant will be excited by the opportunity to help shape a new school from the very beginning.

### **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 looking for someone who:

- Is warm, welcoming and organised.
- Takes pride in providing excellent customer service.
- Can manage competing priorities whilst maintaining attention to detail.

- Understands the importance of confidentiality and safeguarding.
- Wants to be part of building an exceptional school community.

### **Main purpose of the job:**

To positively and actively contribute to whole school improvement through high quality and efficient administration, particularly with regard to administration processes and other tasks as determined by the School Resource Manager.

To coordinate “front of house” reception and welcome for our community and visitors at one of our school sites. As the first point of contact for families, professionals and visitors, you will play a vital role in creating a warm, organised and professional environment. You will help ensure that every interaction reflects our values and commitment to exceptional support for children and families.

To advise the School Resource Manager on administration matters in line with current legislation/regulations, whilst ensuring organisation, maintenance and monitoring of relevant systems to ensure the effective delivery of service to school.

### **Key duties and responsibilities**

- Assist the School Resource Manager with general and financial administration in the school
- Act as first point of contact with the school for parents/carers and visitors and professionals
- Undertake word-processing and IT based tasks
- Produce and respond to school correspondence
- Manage administrative procedures
- Be responsible for completion and submission of forms, returns etc, including those to outside agencies
- Maintain the confidentiality of all school records in relation to staff and pupils, in line with the latest requirements of the Data Protection Act, GDPR and Freedom of Information Act
- Interpret matters of policy/procedure to ensure the school’s compliance and initiate appropriate action arising
- Contribute to the development and implementation of the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies and professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to Safeguarding and Child Protection Procedures and ensuring that confidentiality is adhered at all times
- Ensure that the school is fully prepared to meet external auditing

### **Other Duties**

- Other such reasonable duties as determined and delegated by the Nexus MAT CEO and Senior Leadership Team and School Resource Manager, consistent with the grade of the post and the experience of the Post holder

### **Why join Hallamshire Academy?**

- Be part of a new school from day one, helping to shape its culture, systems and practice.
- Work in a stunning heritage setting with extensive outdoor spaces.
- Work within a supportive, values-led team that prioritises wellbeing and professional growth.
- Access high-quality development opportunities through Nexus Multi Academy Trust.

## **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

## **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## **Safeguarding**

Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **To apply**

If you're interested in this role and wish to apply, please visit the Nexus MAT website 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 [hallamshire@nexusmat.org](mailto:hallamshire@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 [hallamshire@nexusmat.org](mailto:hallamshire@nexusmat.org)

Further information can be found on our school website [www.bentsgreen.co.uk](http://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](http://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