

Position:	School Resource Officer
Hours:	Term Time Only
Salary:	NJC 15 – 20 FTE £31,015 - £33,673 (Actual Salary - £27,197 - £29,528)
School and Location:	Lotus Academy, Sheffield
Contract type:	37 hours per week
Closing date:	14 th October 2026
Interview date:	21 st October 2026

About our School

Lotus Academy, located in north Sheffield, is a specialist state-funded school for pupils aged 6–16 with social, emotional and mental health (SEMH) needs, all of whom have an Education, Health and Care Plan. The school opened in September 2024 and is part of the Nexus Multi Academy Trust, providing high-quality, inclusive education for up to 100 pupils.

At Lotus Academy, our vision is to create a safe, relational, and aspirational environment where every pupil is understood, valued, and equipped to thrive academically, socially, and emotionally. We believe that with the right relationships, structure, and emotional safety, every child can grow, learn, and succeed.

Safety – Emotional and physical safety underpin every decision we make.

Relationships First – Positive, consistent, trusting relationships are at the heart of our practice.

Belonging – We ensure every pupil feels seen, heard, and valued within our community.

Resilience & Growth – We nurture self-regulation, confidence, and independence through trauma-informed approaches.

Ambition – We maintain high aspirations for every learner, recognising their strengths and celebrating progress in all forms.

As a specialist SEMH provision, we operate through a trauma-informed, relational approach embedded across classrooms, routines, and leadership behaviours. Small class sizes, personalised learning pathways, and a strong emphasis on emotional regulation ensure pupils receive the support they need to thrive. Our staff team works collaboratively with families, external professionals, and trust partners to provide a consistent, nurturing, and forward-thinking learning environment.

Joining Lotus Academy means becoming part of a compassionate, committed, and innovative team that genuinely changes lives. Staff are empowered, supported, and valued, working within a culture that prioritises wellbeing, teamwork, and professional growth. If you are passionate about making a difference and believe in the power of relationships, Lotus Academy is an inspiring place to build your career and transform the futures of young people.

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 an enthusiastic and motivated School Resource Officer to join our small but busy and supportive team. This is an exciting opportunity for someone who enjoys working with data, systems and administration and takes pride in delivering high-quality support that helps a school run effectively.

The successful candidate will play a key role in supporting a wide range of business functions, including pupil and staff records, examinations administration, communications, HR administration, careers and destination data, and general business support services.

This role would suit an individual who enjoys working with information, can spot inaccuracies quickly, and is confident learning and using a range of administrative and information systems.

What we're looking for

We are particularly interested in candidates who:

- Have excellent IT skills and are confident using Microsoft Office, particularly Excel and Word.
- Enjoy working with systems, databases and electronic records.
- Have exceptional attention to detail and take pride in accurate record keeping.
- Can identify errors, omissions and inconsistencies and resolve or escalate them appropriately.
- Are organised and able to manage competing priorities and deadlines.
- Are approachable, professional and able to communicate effectively with staff, pupils, families and external professionals.
- Work well as part of a team whilst also being able to use their initiative.
- Are committed to maintaining confidentiality and handling sensitive information appropriately.
- Enjoy working in a fast paced and varied environment.

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: Lotus.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 Sophie Ashton on Lotus.recruitment@nexusmat.org

Further information can be found on our school website [Lotus Academy - Home](#)

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