

Position: Attendance & Early Help Officer

Hours and salary: NJC 6-11 £26,847 -£29,071. Actual salary £14,128 -£15,298

School and Location: Bader Academy, Chappell Avenue, Edenthorpe, Doncaster. DN3 2EW

Contract type: 22.5 hours per week, term time only.

Closing date: Monday 2nd November 2026

Interview date: Monday 9th November 2026

Start date: TBC

About our School

Do you have these core traits to be a successful Change Maker and Attendance & Early Help Officer at Bader Academy?

Bader Academy is a special school which opened in September 2020, and which provides 100 places for children and young people, aged 5-16, who have an Education, Health and Care Plan with a primary diagnosis of Communication and Interaction Difficulties.

We are seeking to appoint a Attendance & Early Help Officer support our students to “be kind, be safe, be ready”.

Our ambition and yours will be that Bader is a centre of excellence for both the specialist provision and for promoting the latest inclusive practices across education.

Our children and young people at Bader deserve an education that will change their lives and give them the opportunity to fulfil their potential. Staff employed in our Academy Trust enjoy a fulfilling career and we focus on releasing your potential and maximising your impact.

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.

Please see a copy of our most recent prospectus, for further information.

Our Opportunity

We are seeking a caring, proactive individual with strong person-centred values and excellent communication skills. You will work closely with students, families, the Attendance Team and wider school to promote positive attendance and punctuality. You will support early identification and intervention, build positive relationships with families, and help remove barriers to regular school attendance. You will maintain accurate records, follow up absences, support attendance processes and work with colleagues and external agencies where appropriate. You will be organised, approachable and confident using a range of office and school systems, with a strong commitment to improving outcomes for young people.

Candidates are strongly encouraged to visit Bader Academy to find out more information, prior to interview. For a conversation about the vacancy or to arrange a visit please contact Shannon Smith-Raper, Assistant School Resource Manager, by email: baderacademy@nexusmat.org.

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. 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 Baderacademy@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 Kirsty Binks on 01302 433003 or at kbinks@nexusmat.org

Visits to the school are warmly welcomed and can be arranged by contacting Shannon Smith-Raper on 01302 433003 or at baderacademy@nexusmat.org

Further information can be found on our school website <https://www.baderacademy.org/>

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