Position:	School Resource Officer
Hours:	37 hours, term time only
Salary:	NJC 7-12 FTE £27,275 - £29,542 – Actual Salary £23,918 - £25,906
School and location:	Lotus Academy
Contract type:	Permanent
Closing date:	Friday 27th November 2026 at Midnight
Interview date:	Thursday 3rd December 2026

About our School

Lotus Academy is a new school working within Nexus Multi–Academy Trust. This is a really exciting time for the school as we continue to improve, all areas of school are making progress and our new curriculum offer will enable our students to access the curriculum in a variety of ways.

Our pupils have a range of complex Social Emotional and Mental Health needs. They enjoy a safe, creative and stimulating school environment with a strong emphasis on nurture and forming strong relationships with staff and peers. Their Individual Support Plans are reflective of their Education Health and Care Plan (EHCP) outcomes, their risk assessments and the interventions that are required for a child to make progress in our school.

Lotus Academy staff share the same commitment to ensuring that all our children achieve their full potential and can support our school values of:

Enjoyment

Empathy

Togetherness

Our school is committed to providing care and support to some of the most disadvantaged and vulnerable children in the city. You would need to be flexible and committed to working as part of a team.

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, enthusiastic and professional School Resource Officer to join our dedicated team at Lotus Academy.

This is an exciting opportunity for an individual who enjoys working in a busy school environment and takes pride in providing excellent administrative and operational support. As a key member of our business support team, you will play an important role in helping the school run efficiently, supporting staff, pupils, families and visitors on a daily basis.

Working closely with the School Resource Manager and wider school leadership team, you will contribute to a range of business functions including administration, reception, finance, HR, data management and estates support.

The successful candidate will:

- Provide high-quality administrative support across the school.
- Deliver a professional front-of-house reception service for visitors, parents and staff.
- Manage communications including telephone enquiries, shared inboxes and correspondence.
- Support pupil administration, record keeping and data management systems.
- Assist with the coordination of EHCP reviews, meetings and associated documentation.
- Provide administrative support for examinations and school events.
- Support finance processes including purchase orders, income recording and stock management.
- Assist with recruitment administration, onboarding processes and maintenance of the Single Central Record.
- Help maintain effective systems and records to ensure compliance with Trust procedures and statutory requirements.

We Are Looking For Someone Who:

- Has experience in an administrative or office support role.
- Has excellent organisational skills and the ability to prioritise workload effectively.
- Communicates confidently and professionally with a wide range of stakeholders.
- Is proficient in Microsoft Office and comfortable using digital systems.
- Can handle confidential information with discretion and professionalism.
- Is friendly, adaptable and enjoys working as part of a team.
- Is committed to safeguarding and promoting the welfare of children and young people.
- Experience working within a school, Trust or public sector environment and knowledge of management information systems would be advantageous. Experience supporting families or children with additional needs is also desirable

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: 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 our Headteacher – Nigel Roberson by emailing lotus.recruitment@nexusmat.org to arrange a call.

Further information about our school can be found on our school website: www.lotus-academy.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