Position:	School Resource Officer
Hours and Salary:	NJC 7-12 FTE £27,275 - £29,542 (Actual Salary - £14,544 - £15,753) 8-4pm Wednesday - Friday
School and Location:	Kelford School Oakdale Road Kimberworth Rotherham S61 2NU Tel 01709 512088
Contract type:	Permanent 22.5 hours per week
Closing date:	Wednesday 2nd December 2026
Shortlisting date:	Thursday 3rd December 2026
Interview date:	Tuesday 8th December 2026

About our School

Kelford School is a well-established passionately child-centred special school for children and young people with severe and complex needs. Kelford School serves 183 amazing children and young people from the who are very well-supported by a highly dedicated and hard-working team of professionals. Kelford has exceptionally strong partnerships with other schools within Nexus Multi Academy Trust.

At Kelford School, we believe in holistic support for children and families, with a focus on all aspects of a child's life: their education, their health and their social needs; we are looking for a candidate who not only share our values, but who actively pursue their delivery.

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 our website, for further information.

Our Opportunity

Kelford School is a fast paced and vibrant school community. All staff play a vital role in serving our amazing children, young people and their families. The School Resource Officer role directly links pupils, to their families, to our hard working and dedicated staff team to a wider professional.

We are seeking a highly organised, enthusiastic and professional School Resource Officer to join our dedicated team at Kelford School.

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.

Your work will be challenging and rewarding in equal measure and you will be working in a school where we maintain a strong safeguarding culture, where pupils are listened to, respected and involved in as many decisions as possible.

Ultimately, all of our roles give you the opportunity to enrich the lives of young people and make a positive difference and we are looking for individuals with the right motivation, personal qualities and good levels of resilience.

We offer a friendly and inclusive working environment and the chance to be part of a fantastic multidisciplinary team, who work hard and support each other to deliver personalised, bespoke education & care.

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.
- Provide administrative support for school events.
- Support finance processes including purchase orders, income recording and stock management.
- Assist with annual review administration.
- 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

For an application form please visit Kelford Vacancies

Completed applications to be returned via email or post to Tammie Forrest on kelford.vacancies@nexusmat.org or postal address: Oakdale Road, Kimberworth, Rotherham S61 2NU.

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

We reserve the right to close this advertisement early should we receive if we receive a high volume of suitable applications.

Further information

For an informal and confidential conversation about the role, please contact Helesha Parker on 01709 512088.

Further information can be found on our school website www.kelfordschool.com

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