**Position: SEN Administrator -Kenwood Academy**

**Salary: Grade 4 NJC 7-12, £24,294-£26,421, £12,091-£13,150 pro rata salary**

**Location: Sheffield**

**Contract type: Permanent - 21 hours per week, term time only plus 5 days**

**Closing date: Wednesday 6th November 2024**

**Interview date: Monday 11th November 2024**

**Start Date: 1st December 2024 or sooner**

We are seeking an individual with strong person-centred values and a proven ability to develop relationships with students and colleagues in order to support the delivery of high-quality administration and school operations. This includes a key role in the organising the SEND Team administration.

Kenwood Academy is an 11-19 Special School and part of Nexus Multi-Academy Trust. Every day we make a difference to the lives of the children and young people in our school community. We are proud of our great reputation with children and families, other professionals, and other agencies.

Our shared vision for Nexus Multi-Academy Trust is that we are constantly "Learning together, to be the best we can be". This vision is what we aspire for and is as relatable to every employee and partner of our Trust as it is to our children, young people and their families. We are fully committed to partnerships and all the educational benefits of collaborative working. You can find out more at: [**www.nexusmat.org**](http://www.nexusmat.org)

Kenwood Academy is a new and growing school, opened on 1st January 2023, and expecting our first Ofsted inspection in Spring 2025. Our provision is based at four campuses: West Riding (11-16) in Barnsley; Nether Edge (11-14) & Broadfield (14-19) in Sheffield; and Enterprise Works (14-19) in Sheffield (near Meadowhall).

The students at Kenwood Academy deserve the very best education and an ambitious, rich curriculum. All have communication and interaction needs; many have social, emotional, and mental health needs; and many have other identified SEND. Some have missed a large part of their previous education for a variety of reasons. Although we cannot change their past educational experiences, we can work together to transform their futures. The students are at the heart of everything we do, and we strongly believe it is our responsibility to nurture their sense of belonging. We are here to ensure that every single student has the best opportunities to flourish through personalised learning, in a school where everyone feels welcome, safe, secure, and highly valued.

Candidates are strongly encouraged to visit Kenwood Academy to find out more information, prior to interview. For a conversation about the vacancy or to arrange a visit please contact Julie Ramsden, School Resources Manager, by email: [**kenwood@nexusmat.org**](mailto:kenwood@nexusmat.org)

Please be aware that Kenwood Academy’s website is still under construction. Furthermore, if you wish to read Ofsted’s previous evaluation of our provision, please read the latest report for Becton School, through this website: [**www.becton.sheffield.sch.uk**](http://www.becton.sheffield.sch.uk/)

To request a copy of the job profile or an application form, please email Julie Ramsden on: [**kenwood@nexusmat.org**](mailto:kenwood@nexusmat.org)

Completed application forms must be emailed to Julie Ramsden at [**kenwood@nexusmat.org**](mailto:kenwood@nexusmat.org) by 9am on Wednesday 6th November 2024

A selection process will take place on 8th November 2024

CVs will not be accepted.

Nexus Multi-Academy Trust and Kenwood Academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS Disclosure. We are an equal opportunities employer: we are committed to promoting diversity and we want a workforce which reflects our local communities.