**Post title:** Assets & Compliance Officer

**Salary and grade:** NJC 12 to 17 (£27,711-£30,060)

**FTE:** Full time, 37 hours permanent, 52 weeks

**Line manager:** Assets & Health and Safety Lead

**Closing Date: 7th May 2025**

**Shortlisting Date: 8th May 2025**

**Interview Date: 12th May 2025**

**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 to appoint a talented and capable professional to support our Assets & Health & Safety function.

We are seeking candidates who can:

* Develop and maintain accurate records via our assets compliance and Microsoft 365 systems, coordinating compliance-related activities, conducting audits, and providing guidance and support to staff on asset management and compliance-related matters.
* Coordinate the central assets team support service and compliance calendars across the estate.

**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

For an informal conversation about the vacancy, please contact Kevin Oxborough koxborough@nexusmat.org

Nexus Multi Academy Trust is committed to safeguarding and promoting 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 schools and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the Disclosure Scheme 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.

Application forms can be found on our website.

Completed applications should be returned to **HR-enquiries@nexusmat.org**

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

We reserve the right to close this vacancy early should we receive an overwhelming response.