**Position:** Clerical Assistant

**Hours and Salary:** 37 hours per week term time only. Part time would be considered

Band E £25,585-£27,269 FTE (**pro** **rata** to number of hours worked £22,140 - £23,598)

**School and Location:** The Willows School, Locksley Drive, Thurcroft, S66 9NT

**Contract type:** Full/Part time permanent

**Closing date:** 9am 12th May 2025

**Shortlisting date:** Week commencing 12th May 2025

**Interview date:** To be confirmed

**About our School**

The Willows strapline is “I can”. Everyone is encouraged to be a leader and to take responsibility for their own learning. Everyone can achieve. Everyone is important and has a role to play.

The Willows provides an exciting, challenging experience for all our pupils and young people, and we ensure they develop the skills to fulfil their aspirations, exceed their own expectations and prepare for their life as an adult.

We strive for an atmosphere of mutual respect, where each individual is valued and listened to. Everyone has a voice. We actively promote high self-esteem and confidence for all. Risk taking is encouraged with the security and knowledge that we can learn from success and setback in a supportive environment.

We aim to be an integral part of the local/wider community where a sharing of skills and knowledge is a vital part of lifelong learning.

**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 an Administration Assistant who will have:

· A kind and caring nature

· Good team player skills

· A commitment to their own professional learning

**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 contact [eworrall@nexusmat.org](mailto:eworrall@nexusmat.org)

Completed applications to be sent to [eworrall@nexusmat.org](mailto:eworrall@nexusmat.org)

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 Liz Worrall [eworrall@nexusmat.org](mailto:eworrall@nexusmat.org)

Further information can be found on our school website [thewillowsschool.co.uk](https://thewillowsschool.co.uk/)

**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](http://www.gov.uk/disclosure-barring-service-check).

We are an equal opportunities employer committed to recruiting and retaining a diverse workforce.