**Position: Administrative Assistant**

**Hours and Salary:** 37 hours per week - **NJC7-12 FTE £ 26,403.00 to £28,598.00 (Actual Salary £23,153.40 to £25,628.21).**

**School and Location:** Kingfisher Academy- Beighton Community Hospital, Sevenairs Road, Sheffield S20 1NZ.

**Contract type:** Permanent – **Full Time (37 hours per week Monday to Friday) term time only (39 weeks)**

**Closing date:** 9:00am 10 November 2025

**Interview date:** Week commencing 17 November 2025

**Start date**: ASAP

**Our Opportunity**

An opportunity has arisen to join our hardworking and committed team of support staff at our Special School provision at Kingfisher Academy.

As the Administrative Assistant, you will be a key member of the office team who provide a full support service to the school. Delivering high quality clerical and administrative support to the School Resource Manager, Senior Leadership Team and wider school environment.

The role of Administrative Assistant at Kingfisher Academy will play a key role in supporting daily office operations, including support across HR and Finance. Duties will typically involve ordering goods and services, maintaining accurate employee records, processing sickness absence reporting, reconciling credit/prepaid cards and supporting payroll functions. The post holder will also be responsible for handling confidential documents with discretion, ensuring compliance with data protection policies.

A methodical approach to time management and a task orientated approach will be key when working to set deadlines whilst prioritising ad hoc tasks as appropriate.

**About our School**

Kingfisher Academy is as unique as it is wonderful and as complex as it is caring. As a hospital school with a variety of provisions, our aim is to ensure that all children, whatever their medical needs, receive an outstanding education.

We firmly believe that all young people have a right to be safe, healthy and achieve their academic potential.  In supporting pupils towards these goals, we will enable them to contribute meaningfully to society and live fulfilling, enjoyable lives.

**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.

**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**

Please download an application form from the school website <https://www.kingfisher-academy.org/page/?title=Application+Form&pid=67> and send your completed application to kingfisher@nexusmat.org by the closing date.

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 a high volume of suitable applications.

**Further information**

For an informal and confidential conversation about the role, please contact Sarah Bevan, School Resource Manager 0114 3053121 or email [sbevan@nexusmat.org](mailto:sbevan@nexusmat.org)

Further information can be found on our school website https://www.kingfisher-academy.org/page/?title=Vacancies&pid=25

**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.