

Position: Receptionist/Administrator

Hours and Salary: 37 hours per week, term time only.
Notts Grade 3 (NJC 05 to NJC 07, (£25,584 - £26,403). Actual salary = £22,140 to £22,848
(Inclusive of the provisional 3.2% cost of living pay award)

School and Location: Fountaindale School, Nottingham Road, Mansfield, NG18 5BA

Contract type: Part-time (term-time only), permanent

Closing date: Monday 7 July 2025 at 10am

Shortlisting date: Tuesday 8 July 2025

Interview date: Monday 14 July 2025

About our School

Fountaindale School believes that it takes a village to raise a child and all our staff play an important role in this. Do you believe in our core values: Belong, Engage and Enjoy? If so, then come and join us. Take a look at our video and see what it could be like if you joined the Fountaindale Family <https://youtu.be/QhSxMnMHajI>

Fountaindale is a special school for young people from 3 – 18 with severe learning disabilities or profound and multiple learning disabilities. At Fountaindale we are passionate that every day matters for children and have our children and families at the heart of everything we do.

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

You will be part of a busy team who deliver proactive and efficient administrative support.

Your role will include all aspects of office administration such as filing, word processing and data input on the school's computer systems including finance and MIS.

This is a 'front of house' position which will include reception duties. You will be dealing with a wide range of enquiries from parents, pupils and visitors, supportively and positively, so you will require excellent communication and interpersonal skills.

The post demands organisation, flexibility, enthusiasm, an ability to prioritise and an ability to deal with confidential material. It is essential that you can work equally well as part of a team or alone and are able to meet deadlines, using initiative and time management skills.

Whether you have experience of working in an administrative role or a school office environment, you must be able to provide our children with aspirations for their futures along with promoting a positive culture in everything you do.

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 professionals, 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

We warmly welcome visits to the school and an opportunity to meet members of staff. To organise a visit, please contact Karen Redgate, School Resource Manager on 01623 792671 or email kredgate@nexusmat.org

Application forms are available alongside this advert. Completed applications to be sent to kredgate@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 a high volume of suitable applications.

Further information

For an informal and confidential conversation about the role, please contact Karen Redgate, School Resource Manager on kredgate@nexusmat.org or 01623 792671.

Further information can be found on our school website www.fountaindaleschool.org

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.