**Position: Receptionist**

**Salary: NJC 07 – 11 £25,584 – £27,269**

**Location: Enterprise Works, Sheffield**

**Contract type: Permanent**

**Closing date: Friday 3rd January 9am**

**Interview date: Tuesday 7th January**

**About the Trust**

Nexus Multi Academy Trust was founded in 2016 and has the highest ambitions possible for everyone we work with. We are a forward thinking and innovative Trust with collaboration, enrichment and improvement enshrined within our day to day practice ensuring that learners and their families are always at the centre of what we do.

The vision for Nexus is that we are constantly “Learning together; to be the best we can be.” This vision is what we aspire to and is as relatable to every employee and partner of our Trust as it is to our children, young adults and their families.

**Our Opportunity**

We are seeking to appoint an individual with strong communication and interpersonal skills to lead on reception duties and to support the effective day to day management of Enterprise works.

The ideal candidate will bring enthusiasm, integrity and excellent customer service skills to our busy Head Office and school setting.

**What you can expect**

* An exciting opportunity to join a growing Multi Academy Trust
* An opportunity to join colleagues who will make you proud to be part of our state education system.
* Access to tailored CPD through Nexus Academies Trust and the Opportunity Area which includes pathways into Initial Teaching Training.
* Working within an award winning MAT who pride themselves on having friendly and supportive academies who together are helping to transform communities.

**Further information**

For an informal and confidential conversation about the role please contact Lana Stoyles – Head of Business Transformation [lstoyles@nexusmat.org](mailto:lstoyles@nexusmat.org)

**Nexus Multi Academy Trust is committed to safeguarding and protecting the welfare of children 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 therefore 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.

All candidates are advised to refer to the job description and person specification before making an application. Applications should be emailed to [hr@nexusmat.org](mailto:hr@nexusmat.org)

Please note that CV’s will not be accepted in application for this role

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