

**Position:** Recruitment Co-ordinator

**Salary:** £33,121 - £35,571. NJC 19-23

**Location:** Nexus Head Office, Enterprise Works, 300 Meadowhall Way, Sheffield, S9 1EA

**Contract type:** 37 hours, Permanent, 52 weeks (considered term-time)

**Closing date:** Friday 30<sup>th</sup> October 2026

**Interview date:** Friday 13<sup>th</sup> November 2026

## 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 22 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](#) and [workforce engagement statement](#) for further information.

## Our Opportunity

We are seeking a proactive and committed Recruitment Coordinator to join our Central Trust Team at Nexus Multi Academy Trust.

This role offers an excellent opportunity for an individual who is passionate about delivering high-quality staffing solutions and building strong professional relationships across our schools and partner organisations.

As a valued member of our recruitment team, you will manage a diverse portfolio, overseeing the full end-to-end recruitment cycle, from candidate attraction and vetting to placement and ongoing relationship management with our schools. You will play a key role in ensuring safeguarding compliance, meeting agreed KPIs, and contributing to the commercial growth of the Nexus Bank model.

Alongside your recruitment portfolio, you will work closely with designated school sites, including an initial period based at Bents Green School. This will include coordinating temporary workforce rostering, supporting workforce planning and providing recruitment and HR administration support across the employee lifecycle to help ensure effective and sustainable staffing arrangements.

You will receive support from fellow recruitment professionals and the wider HR team. As the Trust continues to expand, we are seeking an ambitious individual who is dedicated to delivering an exceptional recruitment service that enables our schools to thrive.

## 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**

If you're interested in this role and wish to apply, please visit the Nexus MAT website to download an application form. You'll find it under the *Joining Us – Careers* section, where the position is listed

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

Completed applications to be sent to [hr-enquiries@nexusmat.org](mailto:hr-enquiries@nexusmat.org)

In line with safer recruitment practices and Keeping Children Safe in Education (KCSIE), curriculum vitae (CV's) will only be accepted alongside a full application form

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 Rachel Ayres, Recruitment and Development Lead [rayres@nexusmat.org](mailto:rayres@nexusmat.org)

Further information can be found on our website [www.nexusmat.org](http://www.nexusmat.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](http://www.gov.uk/disclosure-barring-service-check).

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

## **Privacy Notice (Job Applicants)**

We are committed to protecting your personal data and handling it responsibly. The information you provide on this application form will be used solely for recruitment and selection purposes, to assess your suitability for the role, and to communicate with you about your application.

Your data will be processed in accordance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We will only share your information where necessary and will retain it only for as long as required for recruitment purposes.

For full details on how we collect, use, store, and protect your personal data, including your rights as a data subject, please refer to our full Privacy Notice available on our website