Position: School Resource Officer/Receptionist

Hours: 4 days per week - (Tuesday to Friday) 30 hours Term Time Only

Salary: NJC 5 – 7 (£26,429 - £27,275 FTE) Actual Salary: £18,544.26 - £19,137.86

School and Location: Endeavour Academy, Churchmoor Lane, Arnold, NG5 8HN

Contract type: Part time Permanent

Closing date: 27th November 2026

Shortlisting date: w/c 30th November 2026

About our School
Endeavour Academy, is a community special school for ages 3-19, focusing on complex learning, ASD, ADHD, and SEMH needs. The academy operates across two sites: Churchmoor (Primary to Key Stage 3) and Sherbrook Road (Key Stage 4, and Post-16). There are currently 105 on role at Endeavour Academy.

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 19 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.

Our Opportunity
We are seeking to appoint a highly motivated, enthusiastic, hardworking and flexible School Resource Officer to join a team of dedicated staff who are committed to providing an excellent learning environment and become part of a successful team in a busy working environment.
Whether you have experience in working within a mainstream or specialist education setting, The ideal candidate will bring enthusiasm, integrity and excellent customer service skills to our busy school setting.

Knowledge of SEN will be advantageous, and you must be able to respond to the emotional, social and mental health needs of our children and young people.

The Role
Key Focus Areas:

- Support the effective delivery of day-to-day administrative tasks across key school business functions
- Maintain accurate records and systems in line with Trust and school procedures
- Assist with the preparation of documents, correspondence, and internal reports.
- Draft and format clear, professional letters, emails, and documents, ensuring accuracy and a high standard of presentation
- Respond professionally to routine queries from staff, parents, and visitors
- Support all business services to contribute positively to the school's reputation and stakeholder relationships.

- Support school in developing effective communication with parents, carers, and the wider community.
- Support the administration and coordination of Education, Health and Care Plan (EHCP) reviews and meetings, including documentation, scheduling, and recordkeeping
- Support effective liaison with external professionals, including therapists, local authority officers, and social workers
- Provide front-office and reception support, including managing visitors and incoming communications
- Monitor shared inboxes, handle calls, and support the circulation of information
- Support with event coordination, and internal/external communications
- Support data entry and maintenance of all management information systems, finance and HR IT databases
- Maintain accurate data and information records and ensure all systems meet compliance with Trust policies and public sector regulations.
- Work collaboratively with colleagues to support effective, consistent delivery and contribute to a culture of professionalism and continuous improvement
- Act as an ambassador for the Trust's business services, modelling professionalism, integrity, and high standards.
- Maintain confidentiality and the highest standards of conduct at all times.
- Undertake any other duties commensurate with the role and grade, as required by management.

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.

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 Layla Wall lwall@nexusmat.org

Further information can be found on our school website Endeavour Academy - Home

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.

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.