**Position:**  SEND Administrator – Kenwood Academy, West Riding Campus

**Hours and salary:** NJC 7-11 (Grade E) £26403-£28142. Actual salary £15644-£16674

**School and Location:** Kenwood Academy – West Riding Campus Barnsley S70 4RG

**Contract type:** 25 hours per week, term time plus 5 days

**Closing date:** 9:00am Friday 10th October 2025

**Interview date:** Tuesday 21st October 2025

**Start date**: 1st December 2025 or earlier dependant on notice period.

**About our School**

Kenwood Academy is an 11-19 Special School and part of Nexus Multi-Academy Trust. Every day we make a difference to the lives of the children and young people in our school community. We are proud of our great reputation with children and families, other professionals, and other agencies.

Our shared vision for Nexus Multi-Academy Trust is that we are constantly "Learning together, to be the best we can be". This vision is what we aspire for and is as relatable to every employee and partner of our Trust as it is to our children, young people and their families. We are fully committed to partnerships and all the educational benefits of collaborative working. You can find out more at:[**www.nexusmat.org**](http://www.nexusmat.org/)

Kenwood Academy is a new and growing school, opened on 1st January 2023, and expecting our first Ofsted inspection during the Summer Term 2025. Our provision is based at four campuses: West Riding (11-16) in Barnsley, Nether Edge (11-14) & Broadfield (14-19) in Sheffield, and Enterprise Works (14-19) in Sheffield (near Meadowhall). This role is based at our West Riding campus in Worsbrough.

The students at Kenwood Academy deserve the very best education and an ambitious, rich curriculum. All have communication and interaction needs; many have social, emotional, and mental health needs; and many have other identified SEND. Most have missed a large part of their previous education for a variety of reasons. Although we cannot change their past educational experiences, we can work together to transform their futures. The students are at the heart of everything we do, and we strongly believe it is our responsibility to nurture their sense of belonging. We are here to ensure that every single student has the best opportunities to flourish through personalised learning, in a school where everyone feels welcome, safe, secure, and highly valued.

**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.

Please see a copy of our most recent prospectus, for further information.

**Our Opportunity**

We are seeking an individual with strong person-centred values and a proven ability to develop relationships with students and colleagues. You will provide support to the Academy’s SEND Team, and wider school environment. In particular, you will work with the SENDCO and other colleagues to complete any administrative support for annual reviews and other processes related to Educated Health & Care Plans. You will be confident with a range of office systems

Candidates are strongly encouraged to visit Kenwood Academy to find out more information, prior to interview. For a conversation about the vacancy or to arrange a visit please contact Nina Sneddon, Deputy Headteacher, by email: [**westriding@nexusmat.org**](mailto:westriding@nexusmat.org)

**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**

For an application form please contact Kerry James at [westriding@nexusmat.org](mailto:westriding@nexusmat.org)

Completed applications to be sent to Kerry James at [westriding@nexusmat.org](mailto:westriding@nexusmat.org) by 9:00am on Friday 10th October 2025.

CV’s will not be accepted.

**Further information**

Please be aware that Kenwood Academy’s website is still under construction. Furthermore, if you wish to read Ofsted’s previous evaluation of our provision, please read the latest report for Becton School, through this website: [**www.becton.sheffield.sch.uk**](http://www.becton.sheffield.sch.uk/)

**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.