



**Position:** HR Admin Officer

**Hours and Salary:** 35 hours per week, NJC 7-11 £26,403 - £28,142. Actual Salary £21,613

**School and Location:** Kelford School, Oakdale Road, Kimberworth, Rotherham S61 2NU

**Contract type:** Permanent, Term Time Only

**Closing date:** Friday 9<sup>th</sup> January 2026 at 9am

**Shortlisting date:** Friday 9<sup>th</sup> January 2026

**Interview date:** Tuesday 13<sup>th</sup> January 2026

### **About our School**

Kelford School is a well-established passionately child-centred special school for children and young people with severe and complex needs. Kelford School serves 173 amazing children and young people from the who are very well-supported by a highly dedicated and hard-working team of professionals. Kelford has exceptionally strong partnerships with other schools within Nexus Multi Academy Trust.

At Kelford School, we believe in holistic support for children and families, with a focus on all aspects of a child's life: their education, their health and their social needs; we are looking for a candidate who not only share our values, but who actively pursue their delivery.

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

### **Our Opportunity**

We are seeking to appoint a highly motivated, enthusiastic, hardworking and flexible HR Admin 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.

This role offers an excellent opportunity for an individual who is passionate about delivering high quality HR Support.

You will play a key role in ensuring all elements of the HR function are covered and tasks completed in a timely manner.



## **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 Samantha Sayles on [Kelford.vacancies@nexusmat.org](mailto:Kelford.vacancies@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 Sarah Mulhall on [smulhall@nexusmat.org](mailto:smulhall@nexusmat.org)

Further information can be found on our school website [Kelford School](http://Kelford School)

**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.