Position: Assistant School Resource Manager

Salary: Full-time (Scale point 12 - 20)

Actual Salary: £27,155 - £30,953

FTE salary £29,542 - £33,673

Location: Bader Academy, Chapell Avenue, Doncaster, DN3 2EW

Contract type: Internal Applicants - Secondment Opportunity

External Applicants – Fixed Term Contract to cover maternity leave

Closing date: 10th November 2026

Interview date: To be Confirmed

This position is being offered on a fixed-term basis to provide maternity leave cover. We welcome applications from both external candidates and existing Nexus Multi Academy Trust employees who may wish to undertake this role as a secondment opportunity.

This is an excellent opportunity for an ambitious and motivated individual looking to develop their leadership and operational management experience within a school setting. The successful candidate will gain valuable exposure to a broad range of business management functions, including finance, procurement, human resources, estates compliance, information governance and operational leadership, whilst receiving support, development and training through the Trust's established School Resource Business Partner network.

The appointment is expected to be for approximately 6 to 9 months; however, the duration may be subject to change depending on the return of the substantive post holder. Any secondment arrangement will be subject to approval from the candidate's current line manager and the needs of their substantive role

About our school

Bader Academy is a school for young people with a primary need of Communication and Interaction difficulties and/or Autism Spectrum Disorder aged 5-16 years of age. Our pupils may also have associated Social, Emotional and Mental Health Needs, working at or around age related expectations.

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 offering an exciting opportunity for a motivated and capable individual to join our team as an Assistant School Resource Manager (ASRM). This pivotal role supports the delivery of operational and business services within the school, helping to ensure the smooth and effective running of key functions such as:

- Finance
- Procurement
- HR processes
- Estates compliance
- Administration
- Marketing
- Information governance

As ASRM, you will take on delegated leadership responsibilities across specific operational areas, contributing to strategic planning, coordination, and service delivery. You'll lead day-to-day operations, manage staff, and oversee systems to ensure they run efficiently and in alignment with Trust standards.

This is a fantastic opportunity for someone who thrives in a dynamic environment, enjoys problem-solving, and is passionate about supporting educational excellence through strong operational leadership.

What you can expect 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
✓ 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: **baderacademy@nexusmat.org**

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

Completed application forms are to be returned via email to Kirsty Binks at kbinks@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 vacancy early should we receive a high volume of suitable applications.

Further information

Visits are warmly welcomed, or alternatively, you may like an informal and confidential conversation about the role.

For an informal and confidential conversation about the role, please contact the school office who will put you through the correct person (Kirsty Binks):

Bader Academy – 01302 433003

Further information can be found on our school website https://www.nexusmat.org/careers

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.

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