



**Position:** Transport Administrative Assistant

**Hours and Salary:** 20 hours per week  
Grade 6 NJC06 to NJC11 £25,989 - £28,142  
Actual Salary (pro rata) £12,157 - £13,164

**School and Location:** Coppice School, Hatfield

**Contract type:** Permanent

**Closing date:** Friday 27<sup>th</sup> June

**Shortlisting date:** Monday 30<sup>th</sup> June

**Interview date:** Thursday 3<sup>rd</sup> July

### **About our School**

Coppice School is a special school in Hatfield, that serves 169 children and young people aged 4-19, who have an Education, Health and Care Plan with a primary diagnosis of Severe Learning Difficulty.

You can be part of a team that is forward thinking and innovative, aiming to provide an education and environment where pupils and staff can truly flourish.

Our children and young people at Coppice deserve an education that will change their lives and give them the opportunity to fulfil their potential. Staff employed in our Academy Trust enjoy a fulfilling career and we focus on realising your potential and maximising your impact.

### **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 17 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 looking for an experienced, competent person to join our busy office team. To fulfil any administrative duties and help maintain our transport department which provides travel for our students.

### **What you can expect**

- An exciting opportunity to join a growing academy with Coppice School
- An opportunity to join colleagues who will make you proud to be part of our state education system



- Access to tailored CPD through Nexus Academies Trust and the Opportunity Area which includes pathways into Initial Teaching Training
- Working within an award winning MAT who pride themselves on having friendly and supportive academies who together are helping to transform communities

### **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 [coppice.admin@nexusmat.org](mailto:coppice.admin@nexusmat.org)

Completed applications to be sent to [coppice.admin@nexusmat.org](mailto:coppice.admin@nexusmat.org)

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

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 Rachael Mitton on 01302 844883

Further information can be found on our school website [www.coppiceschool.com](http://www.coppiceschool.com)

**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.