

Nexus Education Schools Trust

Marjorie McClure School



Admin Assistant EHCP (Maternity Cover) Recruitment Pack



Job Advert

Join Our Team and Make a Real Difference!

A School Administrative Officer plays a vital role in ensuring the smooth and efficient running of the school's daily operations. Acting as the first point of contact for parents, visitors, and staff, they manage a wide range of administrative tasks with professionalism and care.

Key responsibilities typically include:

- Managing the school's front office and reception duties
- Handling phone calls, emails, and correspondence
- Maintaining pupil records and school databases
- Supporting attendance monitoring and reporting
- Assisting with admissions, enrolment, and school communications
- Coordinating meetings, school events, and diary management
- Processing invoices, orders, and basic financial tasks
- Ensuring compliance with safeguarding, data protection, and school policies

This role requires excellent organisational skills, attention to detail, and the ability to multitask in a busy environment. A friendly, approachable manner and a commitment to supporting the school community are essential.

Salary	S5 Outer London (£29,025 - £29,856 FTE)
Location	Marjorie McClure School 110 Slades Drive Chislehurst BR7 6FG Tel: 020 8467 0174 www.marjoriemcclure.co.uk
Hours	30 - 35 hours per week. Term time only, 38 weeks per year
Reports to	Headteacher or line manager
Start Date	Monday 1 st June 2026
Closing Date	Sunday 19 th April 2026 Email application forms to recruitment@nestschools.org Please include whether you wish to work full-time or part-time.
Interviews	From Tuesday 28 th April 2026 We reserve the right to interview suitable candidates prior to the closing date.

Marjorie McClure School

Welcome to **Marjorie McClure School**, where learning is an exciting adventure filled with creativity, inspiration, and opportunities for every individual to grow and shine. As an outstanding foundation special school for students aged 4-19 with complex medical needs and physical disabilities, we provide a nurturing environment where every achievement, no matter how small, is celebrated. At **Marjorie McClure**, we are more than a school - we are a family that fosters growth, independence, and community connections.

Our personalised curriculum goes beyond academics, prioritising communication, life skills, and social development. Collaboration is key to our success, and we work closely with a dedicated team of healthcare professionals, including nurses, speech and language therapists, occupational therapists, and physiotherapists, all based on-site.

In April 2023, we entered an exciting new chapter by moving into our purpose-built school. This state-of-the-art facility is designed to meet the needs of our students, featuring a wheelchair-friendly playground, sensory and immersive rooms, soft play areas, and a rebound therapy room. We're also proud to showcase our Chelsea Flower Show garden, which has become a cherished highlight of our new campus.

At **Marjorie McClure School**, we believe in the power of education to transform lives, and we're excited to continue this journey with our students, families, and community.



Nexus Education Schools Trust

Nexus Education Schools Trust (NEST) a rapidly growing Multi-Academy Trust with 19 vibrant primary schools and 1 all through special educational needs school across Bromley, Kent, Lewisham and Southwark. Over the past five years, we've invested in state-of-the-art facilities, ensuring our schools provide exceptional learning opportunities for every pupil.

We are proud partners with a number of multi-academy trusts and groups of maintained schools, creating a collaborative network that enhances educational experiences across the region. As part of our commitment to developing outstanding teaching, we also oversee the Thames South Teaching School Hub, delivering high-quality teacher training and professional development in Bromley, Bexley and Greenwich.

At NEST, we believe in the power of collaboration. Our schools are united by a shared dedication to creating a culture of continuous learning, where inclusion is at the heart of everything we do. Each school plays a vital role in building a strong, interconnected professional learning community, driving success across our entire trust.

We are driven by a clear, moral purpose:

“To provide excellence and opportunity for all, transforming lives through education and inspiring the leaders of tomorrow”

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

We're proud to offer:

- **Endless Growth Opportunities:** Access to ongoing professional development to help you thrive in your career.
- **Thriving Partnerships:** Strong collaborations with schools to enhance your impact and network.
- **A Happy and Supportive Team:** Work alongside a motivated, friendly, and encouraging group of professionals. We are committed to helping you achieve your professional goals.
- **Comprehensive Training and Development:** NEST supports the continuous growth of all our staff.
- **Course and Qualification Opportunities:** Enhance your skills for your current role or prepare for future opportunities.
- **Career Advancement:** Gain qualifications that can help you progress within the organisation.
- **Resources You Deserve:** A well-equipped environment with the tools and support you need to succeed.
- **Innovative Culture:** Join an organisation that values creativity, teamwork, and fresh ideas.
- **Exclusive Perks:** Enjoy staff benefits like the Cycle to Work scheme and technology discounts.
- **Special Discounts:** Gain access to CSSC Benefits, BHN Extras and Blue Light Card savings, making your life outside work even better.

Welcome from the CEO

Dear Candidate,

Thank you for expressing your interest in joining **Nexus Education Schools Trust**. We are delighted that you are considering becoming a part of our community.

This is an incredibly exciting time for our schools, as the Trust continues to grow and thrive. Currently, all our schools are rated as good or outstanding, with strong leadership teams dedicated to delivering a rich variety of opportunities and outstanding outcomes for every pupil.

At **Nexus Education Schools Trust**, we are guided by a vision to empower individual academies to flourish with true autonomy while fostering a strong culture of support and collaboration across all our schools. Central to everything we do is a commitment to making child-centred decisions and choices.

Our mission is to:

- Nurture every individual,
- Provide exceptional educational opportunities and outcomes,
- Empower all to succeed, and
- Transform the life chances and aspirations of our pupils, equipping them to thrive as fulfilled individuals in an ever-changing world.

We also celebrate the uniqueness of each school's community and the vital contributions they make to ensuring the best education and experiences for our pupils. Every school is fundamental to our collective success. We firmly believe that, together, we can achieve more—delivering higher educational outcomes, broader opportunities for our pupils, and enhanced prospects for our staff and communities.

As a member of NEST, you will join a Trust that champions collaboration, mutual support, and a shared commitment to excellence. We are looking for individuals who:

- Share our values and vision,
- Are enthusiastic about working collaboratively with colleagues both within and beyond their school,
- Are dedicated to continuous development and professional excellence, and
- Are passionate about providing the highest standards and opportunities for all children.

We hope this information inspires you to take the next step in your career with us. We look forward to receiving your application and wish you the very best as you consider this exciting opportunity.

Regards

Paula Farrow OBE
CEO
Nexus Education Schools Trust



Admin Assistant EHCP - Job Description

Purpose of Job

To take lead administrative responsibility for Education, Health and Care Plans and provide administrative support to the SENCO team. To organise and arrange all Annual Reviews and liaise with outside agencies and parents ensuring the paperwork is sent out in the correct time frame to relevant parties.

To ensure the schools information system is updated and holds correct information on the pupils regarding their EHCP needs and undertake general office duties, including reception.

General Administrative Duties

- Act as the first point of contact for parents and visitors arriving at school.
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner.
- Control access to the school in line with the schools safeguarding procedures, including signing-in-visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures.
- Be alert to unknown individuals on the school premises and report any concerns in line with school's procedure.
- Respond to messages promptly and accurately, passing on information to relevant members of staff as necessary.
- Assist staff and pupils with the information and support they need.
- Update manual and computerised calendar/record/information systems, report any issues with the schools IT systems.
- Keep records in accordance with the school's record retentions schedule and data protection law, ensuring information security and confidentiality at all times.
- Manage and organise completed forms from parents.
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required.
- Organise and distribute incoming and outgoing post.
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier, resolving any issues as necessary.
- Write and send letters/email responses that are professional and uphold the schools vision and values.
- Assist with marketing and promoting the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Understand and follow the lockdown and evacuation policy in an emergency, by securing the doors and windows to the office and reception area.
- Ensure the office area is welcoming and tidy.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings.

Admin Assistant EHCP - Job Description

General Administrative Duties

- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school
- Update office procedure folder as and when required.

Specific Duties

EHCP / SENCO Administration

- Understand the regulations and requirements in relation to Education, Health and Care Plans.
- Act as a key point of contact with parents, the Local Authority and other professional agencies in regard to EHCP's.
- Manage arrangements for the administration of Education, Health and Care plans, proof read EHCP paperwork to ensure it is up to date and correct.
- Organise incoming consultations for new students and liaise with the local authority.
- Arrange additional funding requests.
- Attend EHCP review meetings to take minutes.
- Organise case conferences, safeguarding meetings and informal case discussions..
- Attend safeguarding meetings, if required, to take minutes.
- General administrative support to the SENCO team.
- Order equipment needed for pupils linked to EHCP needs.

Continuing Professional Development:

- Participate in the Performance Management Scheme.
- Undertake any necessary professional development as identified.

Additional Points:

- While every effort has been made to outline the main duties and responsibilities of the post, not every individual task may be specified.
- All staff must comply with academy and Trust policies.
- Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not detailed in this job description.
- The Trust will make reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The job description may be subject to amendment or modification should circumstances change. Any changes will be discussed with you initially. If a disagreement arises, you will have the opportunity to resolve the matter with your line manager, and you may be accompanied by a Trade Union representative if you wish.

Admin Assistant EHCP - Job Description

Special Conditions of Service

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. The central offices are based in a school and candidates are required to comply with Trust safeguarding and DBS procedures.

Policies and Procedures

Ensure, comply and be aware of all school policies and procedures in relation to all aspects of the school's management, teaching and learning.

Contacts and Relationships

Provide the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents/carers and colleagues.

Equalities

Ensure the school's equal opportunities policies are implemented and that statutory responsibilities regarding individuals and service delivery are met.

Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. We ensure your information is kept safe and used in a reasonable and ethical manner. As the data controller, NEST manages how your personal information is processed and for what purposes. All staff must maintain confidentiality regarding pupils, staff, and parent information. For more details, please refer to our Data Protection Policy at www.nestschools.org

This job description may be amended at any time after discussion with you.

Admin Assistant EHCP - Person Specification

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> · Previous experience working in administration in a school setting. · Education to secondary school level at least. · Confident in the use of ICT as specific for the role 	<ul style="list-style-type: none"> · Relevant qualification, such as NVQ 3.
Organisation	<ul style="list-style-type: none"> · Ability to plan and organise. · Ability to cope with many roles/ responsibilities. · Ability to recognise and identify problems. · Ability to record and pass on information accurately. · Good time keeping and punctuality 	<ul style="list-style-type: none"> · Understanding of the importance of parental involvement.
Disposition and attitudes	<ul style="list-style-type: none"> · Ability to build relationships and to work as part of a team. · A friendly, helpful, caring and flexible approach. · Open-mindedness and patience. · A commitment to equal opportunities. · Ability to maintain confidentiality in all school matters. · Willingness and aptitude to undertake relevant CPD · Ability to relate well to other professionals. · discretion and respect for sensitive matters and confidentiality 	<ul style="list-style-type: none"> · High levels of self-confidence.
Physical attributes and other circumstances	<ul style="list-style-type: none"> · Ability to physically fulfil the responsibilities of the post. · Willingness and ability to positively engage in appropriate meetings and training. · Reasonable personal presentation. 	



Nexus Education Schools Trust

The application process

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. We comply with the statutory legislative requirements and guidance, including 'Keeping Children Safe in Education', and we follow a rigorous selection process which seeks to discourage and screen out unsuitable applicants.

Safer Recruitment

Our job descriptions and person specifications confirm individual responsibility for safeguarding the welfare and well-being of children and young people. All posts are subject to Enhanced Disclosure and Barring (DBS) checks.

Application Stage

We require all applicants to complete our Application Form which seeks to elicit the information we require to undertake the shortlisting process and to assess the applicant's suitability for the post they have applied for. We do not accept CVs in place of a completed Application Form. We reserve the right to reject any applicant who has failed to fully complete our Application Form.

Shortlisting

Only those candidates who meet the criteria outlined in the person specification will be shortlisted. We carry out online and social media searches as part of our due diligence on shortlisted candidates. If we identify any of concern to us, then this will be raised and explored during the interview.

Interview

1. Shortlisted candidates will take part in an in-depth interview and selection process.
2. Employment references will be sought before an interview.
3. Candidates will be asked to complete a Self Declaration Form in respect of their criminal record and to return this prior to the interview.
4. Candidates will be asked to address any discrepancies, anomalies, or gaps in employment in the application form including their employment history. Candidates will be invited to discuss any disclosures in their self-declaration form and any queries we have arising from the information provided in their employment references and/or our online and social media searches.
5. Proof of right to work in the UK and any relevant qualifications must also be provided at the interview.

Appointment

An offer of employment is conditional upon us being satisfied with the outcomes of all the following checks:

- Verification of the candidate's identity.
- An Enhanced Disclosure and Barring Service Certificate (DBS) including a Children's Barred List check
- An assessment of fitness to work to ensure that a candidate has the health and physical capacity for the job
- Overseas criminal record and overseas professional registration checks where a candidate has lived, worked or qualified overseas
- Verification that the candidate is not the subject of a prohibition order or section 128 direction made by the Secretary of State
- Compliant employment references
- Verification of qualifications and professional registrations relevant to the candidate's role
- Verification of the candidate's right to work in the UK
- Verification that candidates employed in reception classes, or wraparound care for children up to the age of 8, are not disqualified from working in these settings under the 2018 Childcare Disqualifications Regulations.

On appointment and annually thereafter, all colleagues are required to undertake Safeguarding training, Cyber Security training, GDPR training and to reaffirm and disclose any changes to their criminal record, and to read and confirm their adherence to Part 1 of Keeping Children Safe in Education, our child protection and safeguarding policy, behaviour policy and code of conduct (which includes our requirements in respect of ethical and professional standards and professional boundaries). All school based staff will be required to undertake first aid training.



Nexus Education Schools Trust

Our contracts of employment place an ongoing requirement on all colleagues to immediately notify us if they are the subject of a police investigation, are released under investigation, or receive a caution or conviction.

Recruitment of Offenders

All posts within NEST are, (by the reason of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all applicants for employment with the Trust must disclose all unspent cautions and convictions and all unprotected spent cautions and convictions. An explanation of when a spent conviction is unprotected is available on the Ministry of Justice website.

- If relevant information (whether concerning previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, we will consider the following factors before reaching a recruitment decision:
- whether the conviction of other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of dangerous driving or of an offence of driving under the influence of alcohol or drugs, within the last 10 years.

Probation

All new colleagues will be subject to the NEST probation procedure for six months. The probation procedure is to enable the assessment of a colleague's suitability for the job for which they have been employed, which includes the monitoring and review of their performance of their duties, skills, qualifications, and experience outlined in the job description and person specification and their suitability to work with children and young people.

Equal Opportunities

NEST recognises the value of, and seeks to achieve, a diverse workforce that includes people from all backgrounds. We take positive steps to create an employment culture in which people feel confident about being treated with fairness, dignity, and tolerance irrespective of their differences. This commitment extends beyond the relationship between the conduct of colleagues, potential colleagues, and the whole community. We are committed to the elimination of unlawful discrimination and the promotion of good relations between all.

General Data Protection Regulations

NEST is committed to ensuring that your privacy is protected. By signing a contract of employment, you understand that NEST, and/or agents appointed by the trust, process your personal data, including "special category personal data" as defined in the General Data Protection Regulations (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations, and procedures. The information you provide (except equality monitoring information) may be shared with partner organisations that provide services to NEST. Further information on our data protection policy and privacy notices can be found on the NEST website.

www.nestschools.org

Our Trust



Alexandra
Infant
School



CHILDERIC
PRIMARY SCHOOL



John Keats
Primary School



www.nestschools.org