

**Nore Academy**

**Resource Assistant**

**Term-time only - Permanent**

**20 hours per week**

**40 weeks worked and 46 weeks paid per year**

**Monday to Friday**

**Single Status Grade 5 –SSP 12-13 (FTE £23,893 to £24,293)**

**Pro-rata starting salary from £11,393**

The SABDEN Multi Academy Trust, is an aspirational and supportive Trust, aiming to create a warm, caring, stable, supportive environment in which all staff and pupils feel safe. We are four special schools, a large countywide alternative provision and a vocational free school across East Sussex and Kent. The Trust is also in the pre-opening phase of opening a new SEMH Free School on the Isle of Sheppey in Kent. We strive to discover success through learning, self-belief and achievement. Pupils are empowered to take responsibility through a personalised curriculum supported by secure systems.

Nore Academy, a brand new Free School which is being opened in partnership with Kent County Council, is an SEMH school on the Isle of Sheppey in Kent opening in September 2024. The new school will eventually serve up to 120 secondary aged pupils with Social, Emotional and Mental Health (SEMH) needs, some with associated autism spectrum conditions or social communication difficulties. The school will grow from 48 pupils in its opening year to full capacity by the fifth year. Once established, Nore Academy will also offer outreach services for local schools and their pupils on the Isle of Sheppey.

Nore Academy will be a unique school to be part of; it will be committed to ensuring that each child can access the highest possible standard of education, where they can be supported to manage their behaviour, emotional and mental health needs. The new school will offer a broad, balanced and stretching curriculum, aspirational qualification offer and effective pastoral support structures.

Nore Academy is located within Halfway Houses on the Isle of Sheppey in a brand new, eco-friendly modular building which has been designed to meet the needs of SEMH pupils through discreet zones and well equipped key stage classroom areas. The school site is extensive with superb ground, two multi use games areas and forest school.

We are seeking to recruit a Resource Assistant to start 03/06/24, an exciting opportunity to join the pre-opening phase and be involved in the setup of a brand new school.

The main responsibility of the post, under the direction of the Resource Coordinator, is to support the administration and finance systems across the school. The ideal candidate will have experience of working with finance systems including database systems, reconciliation and whole school documentation including reports to SLT and Trustees. You will have good interpersonal skills and strong communication skills, both written and orally. You will need strong planning and organisation skills, along with good IT skills and have the ability to produce accurate and up-to-date records and reports as required.

The working pattern (working the contracted hours over 4-5 days per week), will be discussed at interview and agreed on successful appointment.

The successful candidate will be joining a Trust and school that continues to be ambitious in its drive to improve outcomes for our pupils. You will join a highly dedicated and professional staff team and be part of a supportive working and learning environment, where your professional development is highly valued.

If successful, you will become part of a very committed and hardworking team. While some experience of working within a school is preferable it is not essential. We will provide you with high quality training and support.

For an **application pack**, please visit the vacancy section of the SABDEN Multi Academy Trust website here: <http://www.sabden.org.uk/216/vacancies>

The **closing date** for completed applications is by **12 noon Tuesday 19th March 2024**

Please send completed applications to **recruitment@sabden.org.uk**

Interviews will be held the 25th – 29th March 2024

Please note we do not accept CVs.

For further information about New Horizons School and the Trust, please visit The SABDEN website here: [www.sabden.org.uk](http://www.sabden.org.uk)

The school has a proven commitment to 'Equality of Opportunity' and actively promotes the welfare and safeguarding of young people. Successful applicants will be subject to an enhanced check from the Disclosure and Debarring Service (DBS).