



NORTHAMPTON SCHOOL (part of The NSB Trust)

c/o Billing Road Northampton NN1 5RT

Headteacher: Matthew Edwards



TRUST ADMISSIONS OFFICER

For September 2024

NSB Trust Support Staff Scale point 12-14 £26,421 - £27,334 FTE

£22,077.84-£22,840.68 Actual

37 Hours a week, 39 weeks (Term time plus training days)

8:30am-4:30pm Mon-Thurs; 8:30am-4:00pm Fri, 30-minute unpaid lunch break

Please see this link for full details of benefits: [NSB Trust Employee Benefits](#)

What we are looking for:

The NSB Trust is looking for a versatile and enthusiastic member of staff to run the admissions processes for Year 7 applications for both Northampton School *for Boys* and Northampton School. This would be based at the brand-new Northampton School site off Thorpeville, Moulton from September 2024. The post will also include some additional administrative duties as part of the wider admin team.

Previous experience of working in a school or office environment would be beneficial but is not essential. It is important for applicants to be confident working with spreadsheets, to be thorough and able to pay close attention to detail. Training and support will be provided for this important role.

The successful applicant will:

- ✓ Have excellent communication skills required to interact and liaise effectively with potential applicants to the schools;
- ✓ Be professional, efficient and reliable when working with prospective parents;
- ✓ Have the organisational skills needed to work with large amounts of data;
- ✓ Have good IT knowledge and keyboard skills;
- ✓ Be motivated, resilient, pro-active and a self-starter;

How to apply

Applications are accepted via the application form (available on the school's vacancies page), via TES QuickApply, TeachNorthants or via the HR Office at The NSB Trust hr@nsbtrust.school.

We encourage you to submit your application as soon as possible, as we reserve the right to close applications early if a suitable applicant is found.

Closing date: Wednesday 26 June, 9am

Interviews: w/c 1 or 8 July TBC

The Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.