



NORTHAMPTON SCHOOL (part of The NSB Trust)

c/o Billing Road Northampton NN1 5RT

Headteacher: Matthew Edwards



SCHOOL RECEPTIONIST

For September 2024

NSB Trust Support Staff Scale point 2-3 £22,366 - £22,737 FTE

£18,689.40-£18,999.36 Actual

37 Hours a week, 39 weeks

7:45am-4:15pm Mon-Thurs; 7:45am-3:45pm Fri, 1-hour unpaid lunch break

We would consider applications from those interested in a job-share arrangement

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 act as the school's receptionist at our brand-new site off Thorpeville, Moulton from September 2024. The post will include additional administrative duties as part of the wider admin team.

Previous experience of working in a school or reception would be beneficial but is not essential. It is important for applicants to be confident, clear communicators and have a willingness to learn and be part of a pro-active team.

The successful applicant will:

- ✓ Have excellent communication skills required to interact and liaise effectively with staff, parents, pupils and outside agencies;
- ✓ Be professional, efficient and reliable when working with school visitors;
- ✓ Have the organisational skills needed to work in a busy reception area;
- ✓ Have good IT knowledge and keyboard skills;
- ✓ Be motivated, resilient, pro-active and a self-starter;
- ✓ Be determined to ensure that the school is a pleasant, safe and secure learning environment so that all students feel at ease;

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

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.