

Exams and Data Manager required for September 2026

We are happy to consider on a full-time, part-time or job share basis

NSB Trust Support Staff Scale point 19-23 £32,061 to £34,434* FTE*using April 2025 NJC rates

Full Time (52 Weeks) 37 hours a week

26 Days Annual Leave plus Bank Holidays

8:30am-4:45pm 4 days per week; 8:30am-4:15pm 1 day per week (45-minute unpaid lunch break)

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

Closing date: 8am. Monday 1st June 2026

Interviews: w/b Monday 1st June 2026

About the Role

Would you like to be part of an exciting journey by joining a newly opened and growing school, based at our brand-new site with outstanding facilities off Thorpeville, to start at the beginning of the new academic year?

Northampton School (part of The NSB Trust) is looking for a versatile and enthusiastic member of staff to work as part of our Admin Team with a specific focus on managing data within the school's Management Information Systems as well as leading our exams team as we move towards our first group of Key Stage 4 students. This role will be key in order to support school staff with data analysis and students with their learning.

Working with our Senior Leadership Team, you will be responsible for managing data entry and the processing of all student data. This will also include management of our internal and GCSE exams and of the associated invigilator team.

About You

- You must have great organisational skills, be motivated, determined, flexible, resilient and a self-starter;
- You must have a willingness to learn and be part of a pro-active team to identify and address any issues;
- You must be professional and a good communicator when working with staff, parents/carers, students and outside agencies.
- You must have an excellent standard of literacy, numeracy, ICT skills and general education;
- You must have a positive approach to challenge and change;
- You must be dedicated to ensuring the overall well-being of students;
- You must ensure that the school is a pleasant and secure learning environment so that all students feel safe.

What We Offer

- A brand-new school with exceptional facilities and an ambitious and supportive team environment.
- Extensive CPD and leadership development opportunities across The NSB Trust.
- The opportunity to be part of a growing school community from its early stages.

Applications can be made via:

- TES Schrole
- The application form available on our vacancies page
- TeachNorthants

If you require the application form in a different format, please contact the school office.

We encourage early applications as we reserve the right to act on applications received prior to the closing date.

For more information or to arrange a telephone or video call to discuss the role, please contact the school.

The NSB Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All posts working with children and young people will be subject to an Enhanced Disclosure and Barring Service (DBS) check.

Applications to hr@nsbtrust.school or The HR Office, c/o Northampton School for Boys

Billing Road Northampton NN1 5RT

Northampton School Headteacher: Matthew Edwards



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