

Cover Manager required for September 2026

NSB Trust Support Staff Scale point 12-21 £28,598 to £33,143 FTE

(£24,219.89 to £28,069.09 Actual*) *using April 2025 NJC rates

37.5 hours a week, 39 weeks per year (term time plus training days)

7:00am-3:15pm Monday – Friday; 45-minute unpaid lunch break

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

Closing date: 9am, Thursday 14th May 2026

Interviews: w/b Monday 18th May 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 organising and managing our team of Cover Supervisors and Cover Teachers, which will grow further as we expand. The successful applicant will also provide lesson cover themselves in the event of staff absence. This role will be key in order to support students with their learning.

Working with the Headteacher's PA and Senior Leadership Team, you will be responsible for managing and arranging our daily cover arrangements, including liaising with external supply teacher agencies. The successful candidate must be able to provide cover themselves during the school day and must be able to support in any situations when the school timetable is re-organised.

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, students and outside agencies.
- You must have an excellent standard of literacy, numeracy, ICT skills and general education;
- You must be able to supervise classes of students during a teachers' absence and demonstrate excellent classroom management skills;
- 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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