



Northampton School

Nurturing Success



School Receptionist

Required for September 2025

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

NSB Trust Support Staff Scale point 2-3 £23,656 - £24,027 FTE

£19,767.36 - £20,077.44 Actual*

*using April 2024 NJC rates as April 2025 rates have not currently been agreed.

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

8:15am-4:45pm 4 days per week; 8:15am-4:15pm 1 day per week

1-hour unpaid lunch break

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

What we are looking for:

Northampton School (part of 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 2025. The successful applicant will be an integral member of the school team, working closely with other school staff, whilst supporting students and parents. 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 with good ICT skills and have a willingness to learn and be part of a pro-active team.

It is not a requirement of this post to complete First Aid at Work training, however, it is a qualification we would be happy to support the postholder to undertake.

The successful applicant must:

- ✓ be a good communicator and have a willingness to learn and be part of a pro-active team;
- ✓ be motivated, resilient and a self-starter;
- ✓ have great organisational skills;
- ✓ 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

We welcome all interested applicants to arrange a telephone/video call so that you can learn more about NS and what we could offer you as a member of staff.

Please also take the chance to browse our website to learn more about our school.

Applications are accepted via the application form (available on the vacancies page), via TES QuickApply or TeachNorthants. Please contact the school if you need to request the application form in a different format. We reserve the right to act on applications received, prior to the closing date, so encourage applications to be submitted as early as possible.

Closing date: 9am, Friday 11th July 2025.

Interviews: w/c Monday 14th July 2025.

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