



NORTHAMPTON SCHOOL (part of The NSB Trust)

c/o Billing Road Northampton NN1 5RT

Headteacher: Matthew Edwards



LETTINGS OPERATIVE

For September 2024

Fixed Term 1 year contract with a view to extend beyond the year

NSB Support Staff Scale point 13-17 £26,873 - £28,770 PA (FTE)

Part Time 14 hrs per week

£10,168.20 - £10,885.92 Actual (14 Hours a week, 52 weeks)

The position will be to cover weekend lettings as follows:

8:30am to 4:30pm Saturday/Sunday. 1-hour lunch to be taken flexibly.

Occasional cover of weekday evening lettings may be required with agreement from the postholder

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, enthusiastic and practically skilled member of staff to work as part of our Trust Estates/Lettings Team on our brand-new site off Thorpeville, Moulton from September 2024.

The successful applicant will work as part of a small Lettings/Estates Team ensuring the security of the buildings, providing supervision of lettings and completing other duties whilst working closely with the Senior Leadership Team of Northampton School and the Estates Manager of NSB.

What we are looking for

The successful applicant will:

- ✓ Be motivated, resilient, pro-active and a self-starter.
- ✓ Determined to ensure that the school is a pleasant, safe and secure learning environment so that all students make rapid progress.
- ✓ Work as part of the wider school team to identify and solve any emerging issues with the buildings/grounds.
- ✓ Model professional skills if working with school staff and outside agencies.

Hours: 14 hours a week for 52 weeks per year (full time)

8:30am to 4:30pm Saturday/Sunday. 1-hour lunch to be taken flexibly.

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: Tuesday 3 September, 9am

Interviews: 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.