

Aylsham High School (part of Aylsham Learning Federation)
Sir Williams Lane
Aylsham
Norwich
NR11 6AN
Executive Headteacher: Mr Duncan Spalding
Telephone: 01263 733270
Email: abarker@aylshamhigh.norfolk.sch.uk



Senior Site Coordinator GR ref: 4949
8 hours per week, to be worked flexibly over 38 weeks of the year
Saturday 8.00am to 4.30pm

Scale D points 5 to 6, £12.18 to £12.38 per hour
Actual salary £4,239.85 to £4,310.75 per annum

We are looking to appoint an enthusiastic, self-motivated and flexible senior site coordinator who has good general maintenance skills to work on Saturdays. We want an individual who will take pride in ensuring the federation premises and contents are well decorated and maintained as part of our friendly site team under the direction of our premises manager. The person we are looking for must be reliable with good communication skills and have the ability to balance a varied workload whilst working independently. Experience within a school or as a handyman / caretaker / painter and decorator would be beneficial but not essential. The successful candidate would also be expected, as part of their working day, to unlock and lock the school on a Saturday and look after onsite lettings across the federation. Work will include painting and decorating and simple maintenance tasks as part of this role and the successful candidate should be willing to undertake training if required. We are looking for someone who will enjoy the rewards and challenges of working in a busy federation of schools. Personal qualities are of paramount importance and the person appointed will be expected to display a positive 'can do' approach, good humour and reliability.

You will be part of a pleasant, varied and interesting working environment within an already well-established team. You will work mainly at Aylsham High School but on occasions work across John of Gaunt Infant and Nursery School and Bure Valley School which share a site.

In addition to this role the Federation is also recruiting for the role of Site Coordinator across John of Gaunt Infant and Nursery School and Bure Valley School to work 22 hours over 4 days. The main duty around this post is to work under the direction of the site manager to maintain the schools and ensure that the facilities remain of a high standard. We would welcome an application to both these roles, if the candidate holds the relevant skills; this would offer the successful person 30 hours per week. If you are interested in both roles, please make this clear on your application form.

Aylsham Learning Federation has excellent staff, superb facilities and great pupils. The support that we enjoy from parents and the wider community is second to none. We aim to create a caring environment for children from age 2 to 16 in which every child feels safe, happy and valued and is able to achieve personal success. Aylsham Learning Federation support staff are part of an excellent local government pension scheme with a generous 20%+ employer contribution. All of our colleagues can benefit from discounted membership to our leisure facilities available through Aylsham Sports Hub along with reduced fees for our nursery located in Aylsham.

If you would like to join a successful and genuinely warm and friendly Federation with a tremendous community attitude, then we would love to hear from you.

An application form is available on the school website www.aylshamhigh.co.uk or by telephoning Ali Barker, Aylsham Learning Federation HR Officer on 01263 733270 extension 154. Completed applications should be emailed to abarker@aylshamhigh.norfolk.sch.uk or posted to Mrs A Barker, Aylsham High School, Sir Williams Lane, Aylsham, NR11 6AN. To arrange an informal visit and for further details please contact Teresa Andrew, Premises Manager, on 01263 733270.

Early applications are welcomed and will be reviewed upon receipt. We reserve the right to close this advertisement without prior notice once the current vacancy has been filled.

Aylsham Learning Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act and you will be required to undergo an Enhanced DBS check or Enhanced DBS check with barred list. If you have information to declare it may be protected under the Exceptions Orders and you may not be required to declare it. You will be asked to make a criminal conviction declaration if you are shortlisted for the post. [Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.](#)

References will be requested for all shortlisted applicants.