

**Aylsham High School (part of Aylsham Learning Federation)**  
**Sir Williams Lane**  
**Aylsham**  
**Norwich**  
**NR11 6AN**  
**Headteacher: Mr Duncan Spalding**  
**Telephone: 01263 733270**  
**Facsimile: 01263 732918**  
**Email: [jsykes@aylshamhigh.norfolk.sch.uk](mailto:jsykes@aylshamhigh.norfolk.sch.uk)**



**SITE CO-ORDINATOR**

**37 hours per week (Monday to Friday, will involve shift work) term time plus 4 weeks**

**Scale C, point 3 to 4 (£16,588.11 to £16,919.60 (actual annual salary) GR ref: 9034**

We are looking to recruit an enthusiastic, self-motivated and flexible Site Co-Ordinator who will take pride in ensuring the school and federation premises and its contents are clean and properly maintained as part of our friendly site team. The person we are looking for must be reliable with good communication skills and the ability to balance a varied workload. They will relate well to children and adults. Experience within a school and/or handyman or caretaker experience would be beneficial but not essential. We are looking for someone who will enjoy the rewards and challenges of working in a busy school environment during the day and evening.

Aylsham High School, part of Aylsham Learning Federation, is consistently one of the highest performing schools in Norfolk. The school is blessed with excellent staff, an outstanding group of students and great facilities including a subsidised nursery for staff. The support that we enjoy from parents and the wider community is second to none.

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.

Further details and an application form are available on the school website – [www.aylshamhigh.com](http://www.aylshamhigh.com) or by telephoning Mrs J Sykes, PA to the Executive Headteacher, on 01263 733270 ext 100. Completed applications should be emailed to [jsykes@aylshamhigh.norfolk.sch.uk](mailto:jsykes@aylshamhigh.norfolk.sch.uk) or posted to Mrs J Sykes, Aylsham High School, Sir Williams Lane, Aylsham, NR11 6AN.

Closing date for applications: Noon, Monday, 25 March 2019

Interviews to be held on Friday, 29 March 2019

References will be requested and a DBS check will be required for successful applicants.

The Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.