

Bure Valley School (Part of Aylsham Learning Federation)
Hungate Street
Aylsham
Norwich
NR11 6JZ
Executive Headteacher: Mr Duncan Spalding
Head Teacher: Mr Jamie Olney
Telephone: 01263 733393
Email: abarker@aylshamhigh.norfolk.sch.uk



Site Coordinator GR ref: 9001
22 hours, term time plus six weeks
4 days per week, 12.00pm to 6.00pm – days are flexible
Scale C, point 4 £11.98 per hour - £13,278.81 actual salary per annum

We are looking to appoint an enthusiastic, self-motivated and flexible site coordinator to join our team who will take pride in ensuring the federation premises and contents are clean and properly maintained as part of our friendly site team under the direction of our site manager. The person we are looking for must be reliable with good communication skills and the ability to balance a varied workload. Experience within a school and/or handyman/caretaker experience would be beneficial but not essential. The successful candidate will be expected to undertake simple maintenance tasks as part of this role and 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 across John of Gaunt Infant and Nursery School and Bure Valley School which share a site. Occasionally you may also work at Aylsham High School as part of the federation maintenance team.

In addition to this role the Federation is also recruiting for the role of Senior Site Coordinator at Aylsham High School to work 8 hours on Saturdays. The main duty around this post is to ensure the painting and decorating of the school is of a high standard and reflects the quality of the school facilities. 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. You will form part of this team and mainly work within an environment of children aged 2 to 11. 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.burevalleyschool.org.uk or by telephoning Ali Barker, Aylsham Learning Federation HR Manager 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 Sarah Turner, PA to the Head of School, on 01263 733393 who will arrange a visit with our site manager.

Closing date for applications: 9.00am, Monday 25 March 2024
Interview date: Friday 12 April 2024

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.