

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



Assistant Site Coordinator (evenings) GR: 0321

15 hours per week, Mondays, Tuesdays and Thursdays 3.30pm to 9.00pm
Term time plus four weeks

Scale B, point 2 £9.60 per hour (pay award pending)

We are looking for an enthusiastic Assistant Site Coordinator to work under the guidance of the Site Co-ordinator and premises management team on weekday evenings. The post holder will be keen to work in a school environment, be able to clean to a high standard and have excellent communication skills. The successful candidate will ideally be flexible around their working hours as there is the possibility of adhoc weekend hours if required by the federation (this will not be a regular requirement).

Previous experience of working in a school is not essential and full training will be given.

The post is based at Aylsham High School but you may on occasions be asked to work in Bure Valley School, John of Gaunt Infant and Nursery School and John Bears Nursery which are also part of the Aylsham Learning Federation.

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. The school has excellent staff, great facilities, and a wonderful group of students. The support that we enjoy from parents and the wider community is fantastic.

If you would like to join a successful and well-resourced team in a genuinely warm and friendly school then we would love to hear from you. If you would like an initial informal chat with our premises team before making an application, this can be arranged by telephoning Mrs Ali Barker, HR Officer, on 01263 733270 ext 154. Further details and an application form are available on the school website www.aylshamhigh.com. Completed applications should be emailed to abarker@aylshamhigh.norfolk.sch.uk or posted to Mrs Ali Barker, Aylsham High School, Sir Williams Lane, Aylsham, NR11 6AN.

Closing date for applications: 9.00am, Wednesday 5 October 2022 (advert may close early)

Interview date: To be confirmed

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.