

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](mailto:abarker@aylshamhigh.norfolk.sch.uk)



## Receptionist GR ref: 9033

23 hours per week worked on Mondays, Tuesdays and Wednesdays

OR

15 hours 20 minutes per week worked on Mondays and Wednesdays

Working hours 8.10am to 4.20pm, term time plus one week

Scale C point 4, hourly rate £12.65 per hour

£12,990.13 actual salary per annum based on Mondays, Tuesdays and Wednesdays

£8,660.08 actual salary per annum based on Mondays and Wednesdays

We are looking for an enthusiastic, self-motivated and flexible receptionist who will be the first point of contact for all visitors. The person we are looking for must have an excellent telephone manner and the ability to relate well to children and adults. Experience of reception and administration work would be beneficial but training will be provided. We are looking for someone who will enjoy the rewards and challenges of working in a busy school environment. This post is offered on the basis of two days per week (Mondays and Wednesdays) or three days per week (Mondays, Tuesdays and Wednesdays) with the possibility of additional days by mutual agreement as and when needed. The successful candidate will be based at Aylsham High School but will work across Aylsham Learning Federation settings when required.

Aylsham Learning Federation includes Aylsham High School, Bure Valley School, John of Gaunt Infant and Nursery School and John Bear's Nursery. 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 genuinely warm and friendly school 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 A Barker, HR Officer, on 01263 733270. Completed applications should be emailed to [abarker@aylshamhigh.norfolk.sch.uk](mailto:abarker@aylshamhigh.norfolk.sch.uk) or posted to Mrs A Barker, Aylsham High School, Sir Williams Lane, Aylsham, NR11 6AN.

**Closing date for applications: 9.00am Monday 24 February 2025**

**Interviews: Week commencing 3 March 2025**

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.