

Aylsham High School  
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)



## Assistant Site Coordinator (evenings) GR: 0321

25 hours per week, Monday to Friday 3.30pm to 9.00pm

Term time plus four weeks

Scale B, point 2 £11,487.99 actual salary per annum

We are looking for an enthusiastic and talented Assistant Site Coordinator to work under the guidance of the premises manager and assistant premises manager in our schools 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 be flexible around their working hours as there is the possibility of working weekend hours if required by the federation.

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.

Previous experience of working in a school is not essential.

Aylsham High is one of the most consistently successful schools in Norfolk and our work is underpinned by the values of the co-operative movement. Our cohort is truly comprehensive and we are committed to being an inclusive, welcoming, and supportive school community. The school is blessed with excellent staff, great facilities, and a wonderful group of students. The support that we enjoy from parents and the wider community is second to none. We believe that if we are going to maintain and improve on the school's achievements, we have to continuously evaluate our approach to teaching and learning and this is a theme that runs throughout our school improvement planning.

If you would like to join a successful and well-resourced department in a genuinely warm and friendly school with a tremendous community ethos then we would love to hear from you. If you would like to come and see our school and find out more about us, 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](http://www.aylshamhigh.com). Completed applications should be emailed to [abarker@aylshamhigh.norfolk.sch.uk](mailto: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, Monday 23 May 2022**

**Interview date: Week commencing 23 May, 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.