

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



Senior Site Coordinator/s (Saturdays) GR ref: 4949

Two posts, 8.00am to 12.00pm / 12.00pm to 4.00pm

Each post 4 hours per week, to be worked flexibly over 38 weeks of the year

Scale D points 5 to 6, £12.18 to £12.38 per hour

We are looking to appoint enthusiastic, self-motivated and flexible senior site coordinators who have good general maintenance skills to work on Saturdays. We want individuals who will take pride in ensuring the federation premises and contents are well decorated and maintained as part of our friendly site team under the direction of our premises manager. The people we are looking for must be reliable with good communication skills and have the ability to balance a varied workload whilst working independently. Experience within a school or as a handyman / caretaker / painter and decorator would be beneficial but not essential. The successful candidates will also be expected, as part of their working day, to unlock/lock the school on Saturdays and look after onsite lettings across the federation. Work will include painting and decorating and simple maintenance tasks as part of this role and the successful candidates should 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 people 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 mainly at Aylsham High School but on occasions work across John of Gaunt Infant and Nursery School and Bure Valley School which share a site.

These posts can be combined into one post working 8.00am to 4.00pm for the right candidate.

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 Kris Sandell, HR Officer, on 01263 733270 ext 221. Further details and an application form are available on the school website www.aylshamhigh.com Completed applications should be emailed to ksandell@aylshamhigh.norfolk.sch.uk or posted to Miss K Sandell, Aylsham High School, Sir Williams Lane, Aylsham, NR11 6AN.

Early applications are welcomed and will be reviewed upon receipt. We reserve the right to close this advertisement without prior notice once the current vacancy has been filled.

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.