Bure Valley School and John of Gaunt Infant and Nursery School
(Part of Aylsham Learning Federation)
Hungate Street, Aylsham, Norwich, NR11 6JZ
Executive Headteacher: Mr Duncan Spalding
Headteacher (Primary): Mr Jamie Olney
Telephone: 01263 732844
Email: abarker@aylshamhigh.norfolk.sch.uk

Clerical Assistant GR:9033

Fridays only, 6.5 hours per week, term time plus two INSET days plus additional days by mutual agreement as and when required

Scale C point 5, £3,914.90 actual per annum / £13.70 per hour

We are looking for an enthusiastic, self-motivated and flexible clerical assistant 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 full training will be provided. We are looking for someone who will enjoy the rewards and challenges of working in a busy school environment.

The successful applicant will be able to work on a contracted basis each Friday but will also have the flexibility to be able to work additional days by mutual agreement as and when needed. The successful candidate will be based at Bure Valley School but will work flexibly across both Bure Valley School, John of Gaunt Infant and Nursery School and John Bear's Nursery, which may include working across more than one setting in one day.

Bure Valley School and John of Gaunt Infant and Nursery School are part of Aylsham Learning Federation which supports the learning of children from nursery through to year 11. All schools are members of The Aylsham Cluster Trust, which along with other cluster schools, is focused on raising standards and improving the quality of life for our children and their families. 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 Federation with a tremendous community attitude, then we would love to hear from you. An application form and further information is available on our school websites www.burevalleyschool.org.uk and www.johngaunt.norfolk.sch.uk or by telephoning Ali Barker, ALF HR Manager on 01263 733270, extension 154. Completed applications should be emailed to abarker@aylshamhigh.norfolk.sch.uk or posted to Ali Barker, Aylsham High School, Sir Williams Lane, Aylsham, NR11 6AN.

Closing date for applications: 9.00am, Monday 30 November 2026. We will review applications upon receipt and reserve the right to close this advertisement early and without prior notice once the vacancy has been filled.

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.