

Administrative Assistant

Starting salary between £17,842 and £21,066 per annum.



Based at King's Lynn Central Depot

Working at part of a small support team you will provide a wide range of administrative duties to assist the public open space team, which includes to support and assist the Business Administration Manager, public open space operations team and public open space service areas. You will deal with telephone and email communication and provide a reception service when needed.

You will have a working knowledge of computer system including spreadsheet, databases, work processing and of general office procedures and GDPR. You will be able to effectively organise workload and will have excellent communication skills, including a good telephone manner with the ability to deal effectively with the public.

Technical Officer

Initial salary between £20,910 and £24,984 per annum



Based at Streetscene/NEWS Office, King's Lynn

We need you to join our team as a multi skilled building maintenance officer. Working with another Technical Officer your main duties will be to carry out regular inspections to plan, manage and carry out maintenance and repair work within the Borough's Public Open Spaces/facilities. You will develop and complete a programme of work and inspection scheduled for both proactive and preventative repair and refurbishment maintenance.

You will have a recognised building maintenance or related qualification with experience in a similar environment. You will be able to problem solve with skills in practical maintenance, plumbing and general joinery. You must have a full driving license to travel around the Borough. You may be required to work weekends, bank holidays and for special events.

Public Open Space Operative

Initial salary between £17,842 and £21,066 per annum



Based in the King's Lynn area

We need you to join our streets team to ensure our outdoor public spaces are maintained for all of the community and visitors alike to enjoy safely.

If you are self-motivated, like to achieve high standards, can prioritise your work within set procedures and can complete a range of physical tasks working outdoors in all weather, this could be the post for you.

You will carry out the full range of street cleansing duties ensuring quality of service and be an ambassador for the Council with a confident manner in dealing with the public. You will be able to work to Health and Safety regulations and you must have a full driving licence. You may be required to work weekends, bank holidays and for special events.

Apply online at

www.west-norfolk.gov.uk

or contact Personnel Services
personnel@west-norfolk.gov.uk

Closing date: 4 November 2021

Borough Council of
King's Lynn &
West Norfolk



NOBLE ROOFING

Noble Roofing Ltd are currently looking for experienced

Semi - Skilled & Skilled Roof Tilers

to join our team

- Minimum of three year's experience required
 - Driving licence required
 - CSCS / NVQ required
 - SSSTS / SMSTS desirable
- Asbestos awareness and first aid training an advantage

If you would like to discuss the position further, please drop us an email at sales@nobleroofing.net or call Jon or Rob on 01553 770 250

Price work / good rates of pay



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adamwagner@arc-fabs.com FOR INFO

AMA Waste Management is an expanding company providing a nationwide service for Waste Management, Skip Hire and Building Services to both commercial and domestic sectors.



SALES EXECUTIVE

We are seeking a Sales Executive to work in a busy office taking orders and developing new business.

To succeed you will need:

- A confident, polite manner with good telephone and communication skills
- An ability to work under pressure and to blend into a friendly office environment
- Be able to negotiate and identify business opportunities
- Good computing and administration skills
- Pride in giving customer service and in your own reliability

Some experience of skip hire would be good but is not essential.

We are seeking someone with business acumen and the ambition to develop a career. Attractive salary and bonus.

Please send your CV, in confidence,
to jobs@amawaste.co.uk

11-12 North Lynn Business Village, Bergen Way,
King's Lynn, Norfolk, PE30 2JG.

www.amawaste.co.uk

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Springwood High School are seeking to appoint a high quality and proactive **1-1 Teaching Assistant** to join their dedicated and friendly team.

If you are someone who believes that all students, regardless of their personal circumstances can excel and you have the ability to set high expectations in order to motivate and inspire our young people, then this job is for you. You must be able to help keep pupils engaged and on track during each lesson and you will have strong behavioural management skills.

Scale C, Pt, 3-4, £9.62-£9.81/hour (£18,562-£18,933/year pro rata)
29.25 hours/week, 39 weeks/year (term time +1)

For full details and an application form please visit the vacancy pages at www.westnorfolkacademiestrust.co.uk

Applications to be received by: **31st October 2021**

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Springwood High School (part of West Norfolk Academies Trust) are seeking a:

Food and Textiles Technician

You will provide technical and creative support, preparing equipment and materials for practical lessons, maintaining and monitoring stock. You must have the ability to work on your own initiative, good organisational skills and work well under pressure. You will work closely with both staff and students, supporting them with their work

Hours: 22.5 hours/3 days per week, Term Time Only (39 weeks/year)

Salary: Scale D, Pt, 5-6, £10.01-£10.21/hour (£19,312-£19,698/year
FTE based on a 37-hour week – please note that the salary will be pro rata

For full details and an application form please visit the vacancy pages at www.westnorfolkacademiestrust.co.uk.

Application Closing Date: **7th November 2021**

Please contact recruitment@westnorfolkacademiestrust.co.uk for further information.

Springwood High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This includes obtaining references and ensures compliance with the DBS process.



Clenchwarton Primary School are seeking to appoint a

Teaching Assistant and MSA

to work 1-1 with a named child. The successful candidate will be joining a dedicated and friendly team. If you are someone who believes that all pupils, regardless of their personal circumstances can excel and you have the ability to set high expectations in order to motivate and inspire our young people, then this job is for you.

Scale C, Points 3-4, £9.62 -£9.81/hour (£18,562 - £18,933/year pro rata)

30 hours and 25 minutes/week (Temporary contract)

TA - 25 hours and 25 minutes/week, 39 weeks/year (term time +1)

MSA – 5 hours/week, 38 weeks/year (term time only)

For full details and an application form, please visit the vacancy pages at www.westnorfolkacademiestrust.co.uk

Applications to be received by: **31st October 2021**

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

KENNETH BUSH
SOLICITORS

Job Role:

Legal Assistant/Secretary

Full-Time Position, King's Lynn

Salary Negotiable (Depending on Experience)

We are looking for a well organised and experienced secretary to join our busy team.

The ideal candidate will be a real team player, have the ability to cope with changing priorities, use their initiative, work well under pressure along with taking a proactive and flexible approach to work.

Closing Date: **Friday 12th November 2021**

Applications to include covering letter and CV should be sent to Julie Easter, Kenneth Bush Solicitors, 11 New Conduit Street, King's Lynn, Norfolk. PE30 1DG

JEaster@kennethbush.com

www.kennethbush.com • Tel 01553 692233

Early Help Hub Coordinator

Salary between £24,081 and £29,097 per annum

Based at Kings Court Council Offices and King's Lynn Police Station

West Norfolk's Early Help Hub is a partnership of early help providers from across voluntary and statutory agencies; which enables effective communication and sharing of information, allowing the agencies to work together in collaboration, to ensure whole families and adults receive the most appropriate and effective support. The Help Hub has the potential to access a wide range of support including housing, benefits, family support, dealing with anti-social behaviour, positive activities for children and young people, support in the community, substance misuse and mental health.

We have an opportunity for you to join our team in a key role to help support the coordination and provision of the early help services, facilitating joint partnership ways of working between the Council, statutory and voluntary partners. You will also ensure relevant and meaningful information and data is captured to advise the development of future service delivery and promote the benefit of the service.

You will have experience in a relevant setting, including experience of working with vulnerable groups providing good quality customer care. You will have excellent communication skills including the ability to interact effectively with different agencies to build relationships and encourage joint working. You will be able to manage a busy caseload and prioritise work with experience of using problem solving techniques and evidence-based research to find solutions.

This post is subject to a satisfactory enhanced Disclosure, through the Disclosure and Barring Service (DBS).

Apply online at www.west-norfolk.gov.uk

or contact us on personnel@west-norfolk.gov.uk

Closing date: **28 October 2021**

Borough Council of
King's Lynn &
West Norfolk

