

Our Jobs Club team is here to help!



When: Every Wednesday 10am – 2pm

Where: Harleston Information Plus, 8 Exchange Street

Drop in and enjoy a welcoming, informal space where you can access support and advice tailored to your needs.

We offer a range of free, confidential services to guide you on your journey, including:

Job search assistance & careers advice: Get expert support to explore opportunities and plan your next steps.

Online access support: Assistance with job sites, emails and managing your Universal Credit account.

CV, cover letters & application help: Tailored advice to create standout applications.

Interview tips & guidance: Build confidence and ace your interviews with practical advice.

Training & course information: Discover local learning opportunities to boost your skills.

Volunteering opportunities: Learn about ways to gain experience and enhance your skills.

College & Apprenticeship guidance: Explore pathways for education and on-the-job training.

Self-employment information: Get advice on starting and running your own business.

For local jobs, please follow our [Facebook](#) page where you will be able to keep up to date with the latest vacancies and training opportunities.

If you need to get in touch email jobsclub@harleston-norfolk.org.uk



News and Training Opportunities



Digital Skills Courses Starting 6th October

Tuesdays 10am–12pm

Microsoft Word – 5 weeks

Microsoft Excel – 5 weeks

Online Safety – 4 weeks

AI – 4 weeks

All courses are free and open to anyone aged 19 and over

Harleston Information Plus

8 Exchange Street, Harleston, Norfolk, IP20 9AB

Booking required

Email: hip@harleston-norfolk.org.uk

Call 01379 851917

Agri Fest

Grow your future

JOBS FAIR

Explore careers across agriculture and the industries that connect field to fork.



EXPLORE

Discover opportunities



MEET

Employers & training providers



TRY

Hands-on activities



LEARN

Training, apprenticeships & qualifications



GROW

Build skills and plan your future

REAL CAREERS.
REAL IMPACT.
GROW YOUR FUTURE.

OPEN TO ALL
JOBSEEKERS
EVERYONE
WELCOME



THURSDAY
22ND OCTOBER 2026



10AM TO 2PM



NORFOLK SHOWGROUND
EVENTS CENTRE, NORWICH
NR5 0TT

Google
SESSIONS

USING AI IN YOUR JOB SEARCH



FREE AGRIFEST BUS SHUTTLE

from Norwich train station
every hour, stopping at Castle Meadow
before heading to the Showground.
Speak to a work coach for more information.

See you there!



FARMING



ANIMAL
CARE



HORTICULTURE



FOOD
PRODUCTION



FISHERIES



FORESTRY



LABORATORY
& RESEARCH



LOGISTICS &
TRANSPORT

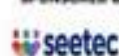


RETAIL &
HOSPITALITY



RURAL
SERVICES

SPONSORED BY



In Partnership with



Learn more: agrifest2026@dpw.gov.uk



#AgriFest2026



Department
for Work &
Pensions

YOUTH GUARANTEE
Funded by UK Government



BUILD YOUR FUTURE.

GET PAID. EARN A DEGREE.

POST-18
OPTIONS
ONLY



EARN A
COMPETITIVE
SALARY
FROM DAY 1



FULLY FUNDED
UNIVERSITY
DEGREE



COMPANY CAR
OR CASH
ALLOWANCE*
*Where applicable



WORK ON
EXCITING
PROJECTS



GRADUATE
WITH EXPERIENCE,
NOT DEBT

YOUR CAREER
STARTS HERE.



SCAN ME
TO FIND OUT MORE
AND APPLY TODAY!

EARN. LEARN. BUILD.

WHO ARE WE?

Morgan Sindall Construction is one of the UK's leading construction companies.

We deliver a wide range of projects across the country including schools, hospitals, offices, leisure facilities and community spaces – creating better places for people to live, learn, work and play.

OUR DEGREE APPRENTICESHIPS

We currently offer Degree Apprenticeships in:



QUANTITY SURVEYING



SITE MANAGEMENT

During your apprenticeship you'll experience 6 different key roles we offer, giving you a broad understanding of the industry:



ESTIMATING



DESIGN
MANAGEMENT



PLANNING



QUANTITY
SURVEYING



SITE
ENGINEERING



SITE
MANAGEMENT

This gives you the experience, knowledge and confidence to build a successful career in construction.

YOUR CAREER PATH



DEGREE
APPRENTICE



ASSISTANT
QUANTITY SURVEYOR /
ASSISTANT SITE MANAGER



QUANTITY SURVEYOR /
SITE MANAGER



SENIOR QUANTITY
SURVEYOR /
SENIOR SITE MANAGER



PROJECT
LEADERSHIP
OPPORTUNITIES



FULLY FUNDED
DEGREE



SUPPORT & MENTORING
FROM INDUSTRY
EXPERTS



WORK ON PROJECTS
THAT MAKE A REAL
DIFFERENCE



EXCELLENT CAREER
PROGRESSION



NO UNIVERSITY
DEBT

READY TO BUILD YOUR FUTURE?

Scan the QR code or visit morgansindallconstruction.com/careers



**MORGAN
SINDALL**
CONSTRUCTION

We currently have the following opportunities available in our Ipswich and Norwich offices – which are for employment commencing in September 2027:

2 Quantity Surveying Degree

Apprenticeships: Supporting the financial and contractual management of construction projects, including cost planning, procurement and managing subcontractor accounts.

2 Site Management Degree

Apprenticeships: Helping to coordinate day-to-day construction activities, manage health and safety, monitor progress and ensure work is completed to the required quality standards.

1 Planning Degree Apprenticeship:

Supporting the development and management of project programmes, coordinating construction activities and helping project teams deliver work efficiently and on time.

These roles offer the opportunity to earn a salary, gain practical experience on live construction projects and work towards a fully funded university degree.

Applications are now open and will close at the **end of October 2026**, with interviews planned for December to February, ready for a start in September 2027. I have attached our apprenticeship poster, which includes further information and a QR code directing applicants to our careers page.

3 November 2026



9 weeks



Tuesdays 9am - 5pm



Online

Book Now →

2 December 2026



9 weeks



Mondays 9am - 5pm



Online

Book Now →

28 January 2027



9 weeks



Thursdays 9am - 5pm



Online

Book Now →

<https://techeducators.co.uk/course/ai-literacy-bootcamp>

Grow your business with AI

AI Literacy Course for Business

9 WEEKS PART TIME 1 DAY/P.W LEVEL 3 EQUIVALENT

This AI Literacy course for business gives you the practical AI knowledge your organisation needs to move forward with confidence. You'll use AI to make smarter decisions, improve how your team works and build a culture of responsible, ethical AI adoption that gives you a genuine competitive edge.

This course is for adults aged 19 and over.

Book Now →

Download curriculum

Use AI to drive real growth in your business

AI is already changing how people work, across every role, every sector and every level of an organisation. This AI literacy training, mapped to knowledge, skills and behaviours (KSBs) at Level 3 equivalency, is for people who want to understand it properly: the practical AI skills to use generative AI tools like ChatGPT confidently, responsibly and to real effect, whatever your starting point.

You'll come away able to use AI tools effectively day to day, with a clear understanding of the ethical and legal landscape (including the EU AI Act and the direction of UK AI regulation), and the foundations to build an AI policy that's right for your organisation.

Our approach builds depth gradually, with each concept introduced, practised and revisited before the next is added. By the end you won't just be familiar with AI; you'll understand it, and know how to apply it across your business.



NCFE LEVEL AWARD IN

PREPARING TO WORK IN ADULT SOCIAL CARE

[To book a place on the course please speak to your work coach.](#)

Guaranteed phone interview to successful course completers for the role of Domiciliary Care worker, walking distance roles.

These qualifications will allow learners to acquire the knowledge of a number of essential areas of working in adult social care.

Duration: 1 week

WHEN

w/c 12/10 and w/c 2/11; Mon-Fri, daily from 9.30am - 3pm via TEAMS



Funded by
UK Government



Norfolk
County Council



Course Objectives and Subjects Covered

In this course learners will explore the key values, principles, skills, and attitudes needed in the sector, alongside the importance of effective communication. It also outlines the roles and responsibilities of an adult social care worker, helping learners prepare for their first steps into this rewarding field.

- An introduction to different adult care service.
- Preparing to work with vulnerable adults.
- Understanding the values and principles of adult social care.
- Awareness of the skills and attitudes required for adult social care.
- The importance of communication in the adult social care sector.
- The roles and responsibilities of the adult social care worker.

Are you eligible?

- Aged 19+
- Unemployed
- If you are employed, or self-employed - speak to us to check eligibility
- As this course is delivered via Zoom, you would also need access to a laptop/tablet with Wi-Fi

To learn more about opportunities for full or part funded, high quality training for you and your staff, call 01775 513050, or email us at upskill@steadfasttraining.co.uk



Funded by
UK Government



Norfolk
County Council



Civil Service Pathway

Award in Personal & Social Skills

The Civil Service Pathway Course is designed to help learners explore career opportunities within the UK Civil Service while developing the skills needed to secure employment.

Learners will gain an understanding of how the Civil Service operates, the variety of roles available, and the recruitment process used to select candidates.

Course Objectives and Subjects Covered

By the end of the course, learners will have:

- Gained detailed knowledge about the Civil Service and the benefits of working for it.
- Received information on relevant local Civil Service opportunities.
- Learned about the different factors of suitability for a role within the Civil Service.
- Become competent in describing their skills and experience to match job requirements.
- Identified transferable skills and qualities and learned how to use their CV, personal statement and application form to the best effect.
- Build their confidence to succeed at an interview.
- Learned about career progression opportunities in the Civil Service.

Are you eligible?

- Aged 19+
- Unemployed
- If you are employed, or self-employed - speak to us to check eligibility
- Have access to a laptop/tablet with Wi-Fi



Event Assistant Bootcamp

Practical events training in 10 weeks.

- ✓ Event planning & scheduling
- ✓ Venue logistics & supplier liaison
- ✓ Event technology & marketing
- ✓ Customer service & accessibility
- ✓ Sustainability & health and safety
- ✓ Digital portfolio + CV support

[Apply Now](#)

Ages 19+ | Norfolk & Suffolk



Skilled Futures — practical skills for the events industry.

Construction Operative Programme

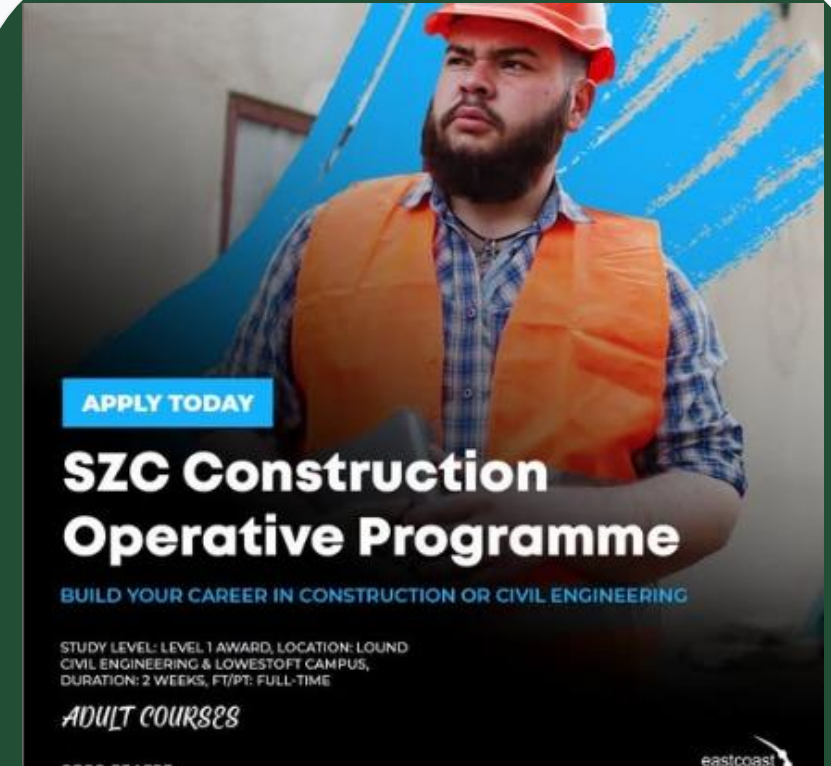
East Coast College
Lowestoft

2 week Full-time Programme

Two-week, full-time programme for adults looking to build a career in construction or civil engineering. Based at the Lowestoft campus and aimed at helping learners progress into the industry.

APPLY / FIND OUT MORE

<https://www.eastcoast.ac.uk/courses/construction-general-operative>



East Coast College

Lowestoft

Apprenticeships

Within a 20-mile radius of Harleston

[Payroll Apprentice](#)

[Early Years Educator Apprentice](#)

[PCN Business Administration Apprentice](#)

[Aircraft Maintenance Apprentice](#)

[Apprentice Sales Advisor](#)

[Apprentice Building Surveying](#)

[Apprentice Sales Associate Level 4 \(Medical Device Sales\)](#)

[Payroll Apprentice](#)

[Customer Service Apprenticeship - Norwich Specsavers](#)

[Sport Coach apprentice](#)

[Apprentice Parts Sales Advisor – Automotive / Trade Supplier
\(DAF Trucks\) – Norwich](#)

Work Experience

Saxon Air, Norwich

Interested in joining Saxon Air for your Work Experience?

Applications for 2027 are now open!

We offer a project-based approach to work experience placements that are delivered in an office-based setting. Students get the opportunity to interact and spend time with different departments from Flight Support to Finance, Sales to Operations, getting a real insight into what we do.

APPLY / FIND OUT MORE

<https://tinyurl.com/Saxon-Air-Work-Experience>



Proper Jobs: Fresh Start

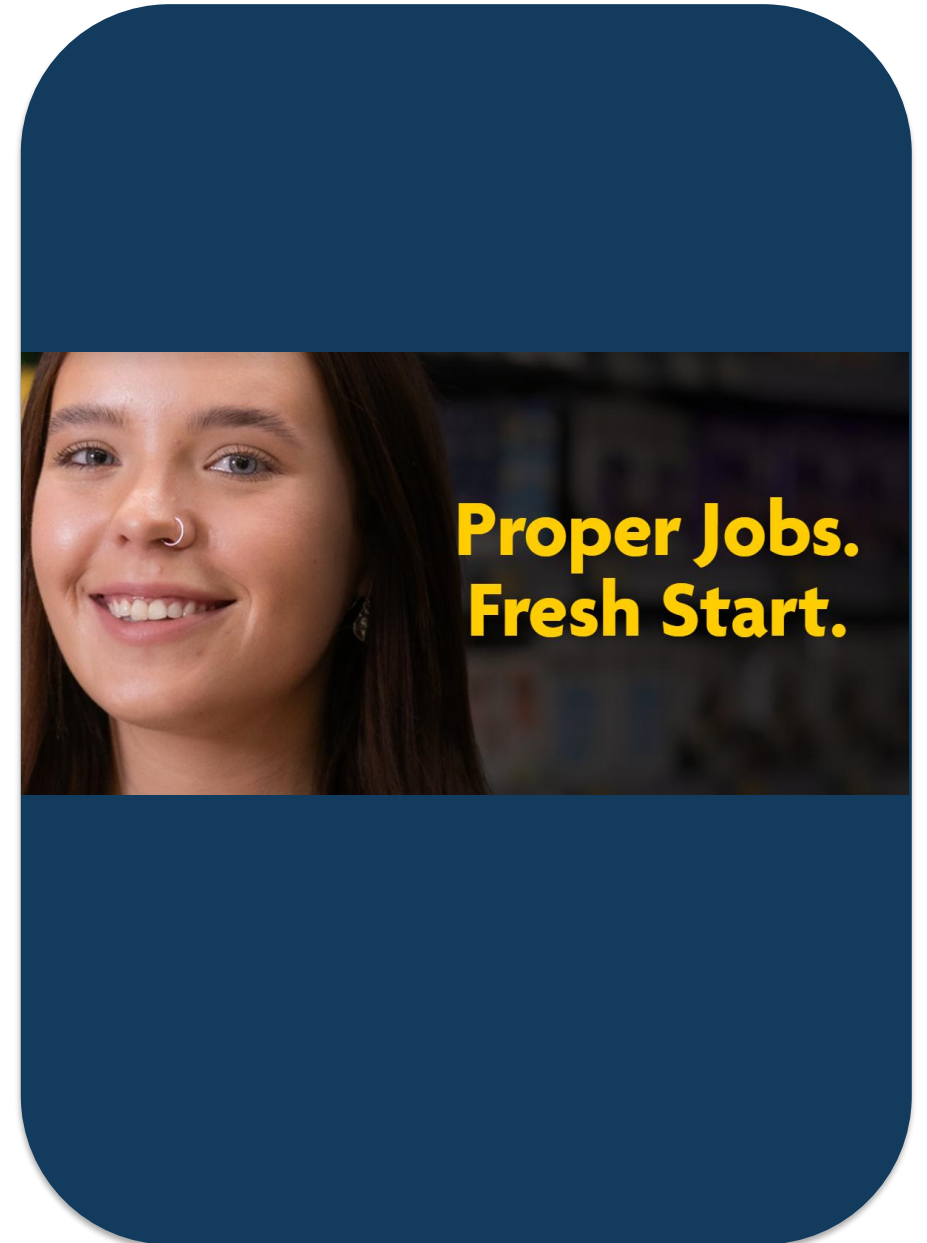
Morrisons Apprenticeships

Retail career development programme

A programme designed to develop the next generation of retail leaders through practical experience and training. Build teamwork, communication, hospitality and customer service skills. Follow the programme page to explore opportunities and locations.

APPLY / FIND OUT MORE

[Explore Morrisons Fresh Start apprenticeships](#)



Job Track Scheme

Free transport for job seekers

Greater Anglia

East Anglia

Employment: Jobseeker support scheme

Greater Anglia's Job Track initiative helps jobseekers with travel to interviews and employment, reducing transport barriers when looking for work.

APPLY / FIND OUT MORE

<https://www.greateranglia.co.uk/tickets-fares/season-tickets/job-track-scheme>

greateranglia

Greater Anglia

East Anglia

Do you need to use public transport to get to a job?
Use this website to find options for transport

<https://www.traveline.info/>





New Jobs for this week

Teaching Assistant – Primary

Harleston Sancroft Academy

Harleston

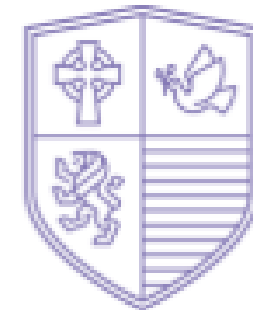
Permanent · £11,562–£11,743 actual pa

Support classroom learning and active play, helping primary pupils feel safe, included and ready to learn. Early Years experience is desirable.

19.5 hours/week, term time + 1 week. Starts November.
Closing: 4 November 2026, 9am.

[**APPLY / FIND OUT MORE**](#)

[View full vacancy and apply](#)



HARLESTON SANCROFT
ACADEMY

Student Receptionist – Secondary

Harleston Sancroft Academy

Harleston

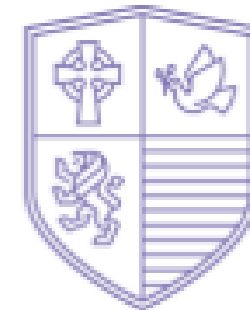
Fixed term · £15,057–£15,296 actual pa

Welcome and support pupils at Student Reception.
Handle enquiries, attendance sign-ins and basic wellbeing needs, and maintain accurate records.

24 hours/week, term time + 2 weeks. Contract to 31 August 2027. Closing: 4 November 2026, 9am.

[**APPLY / FIND OUT MORE**](#)

[View full vacancy and apply](#)



HARLESTON SANCROFT
ACADEMY

Administration Assistant (Compliance)

Harleston Sancroft Academy

Harleston

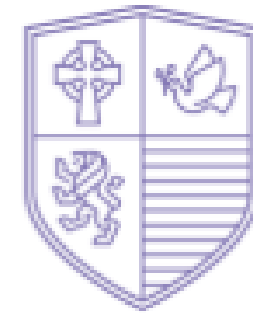
Permanent · £23,956–£25,534 actual pa

Maintain school compliance, pupil records and health and safety administration. Monitor documentation and help manage school data securely.

37 hours/week, term time + 2 weeks. Start ASAP. Advert gives 4 and 14 November closing dates: please confirm with school.

[**APPLY / FIND OUT MORE**](#)

[View full vacancy and apply](#)



HARLESTON SANCROFT
ACADEMY

Manufacturing Operative

Hales Group – recruiting for a client

Diss

Temporary · £12.71 per hour

Manufacture and assemble pallets and crates using hand and power tools. Measure and cut materials, follow basic drawings and keep the work area safe.

Monday–Friday, 7.30am–3.30pm. Immediate start. Practical or manufacturing experience is beneficial.

[**APPLY / FIND OUT MORE**](#)

[View full vacancy and apply](#)



Warehouse Operative

Hales Group – recruiting for a client

Diss

Ongoing temporary · £12.71 per hour

Pick and pack orders, load and unload deliveries, and keep the warehouse clean and organised. Support general warehouse tasks.

3 days/week, 8am–4.30pm. Immediate start. Previous warehouse experience is helpful but not essential.

[**APPLY / FIND OUT MORE**](#)

[View full vacancy and apply](#)



Executive Assistant

Hales Group – recruiting for a client

Beccles

Fixed term up to 12 months · Salary DOE

Provide confidential support to senior leaders. Coordinate reports, meetings, travel and business communications, and maintain records and systems.

Monday–Friday, 7.30am–4.30pm. Experienced EA, PA or senior administrator with strong Microsoft Office skills.

[**APPLY / FIND OUT MORE**](#)

[View full vacancy and apply](#)



Production Operative

Hales Group – recruiting for a client

Ellough, Beccles

Ongoing temporary · £12.88+ per hour

Inspect and pack bottles, label and palletise finished goods, and support recycling and housekeeping. Full training is available.

3–4 shifts/week, 6am–6pm and 6pm–6am. Own transport required. Immediate start and enhanced overtime rates.

[**APPLY / FIND OUT MORE**](#)

[View full vacancy and apply](#)



Customer Service Assistant

Norfolk County Council

County Hall, Norwich / hybrid

Permanent · £26,847–£27,274 per year

Answer inbound calls and help customers access council services. Record information accurately while using several systems and supporting callers.

37 hours/week. Centre open Monday–Friday, 9am–5pm.
Closing for external applicants: 28 October 2026.

[APPLY / FIND OUT MORE](#)

[View full vacancy and apply](#)

**Norfolk County
Council**

Administration Officer

Stradbroke High School

Stradbroke, Suffolk, IP21 5JN

Permanent · £24,995–£27,122 actual pa

Help keep the school office running smoothly. Provide administrative support to staff, students, parents and external agencies in a busy school.

37.5 hours/week, term time + 3 weeks. Start ASAP. Closing: 25 November 2026, 1pm.

[APPLY / FIND OUT MORE](#)

[View full vacancy and apply](#)



Customer Advisor

Lexham Insurance Group

Diss

Full-time · Starting salary £26,780

Handle vehicle insurance quotations, enquiries and customer requests by telephone and digital channels. Record information accurately and offer helpful service.

No insurance experience required. Strong telephone and communication skills essential. Training and progression opportunities.

[APPLY / FIND OUT MORE](#)

[View full vacancy and apply](#)

**Lexham
Insurance
Group**

Data Analyst

Lexham Insurance Group

Diss

Full-time · See advert for salary

Analyse business data and trends, produce reports and dashboards, and improve data quality. Help colleagues understand results and use reporting tools.

Strong analytical skills, attention to detail and communication required. Work with stakeholders to improve reporting and processes.

[APPLY / FIND OUT MORE](#)

[View full vacancy and apply](#)

**Lexham
Insurance
Group**

Homeownership Admin Officer

Saffron Housing Trust

Long Stratton

Permanent - £26,754 per year

Provide administrative support to homeownership services. Handle tenant and homeowner enquiries, maintain records and help deliver a positive customer experience.

37 hours/week. Administration, customer service and IT skills required. Basic DBS check. Closing: 1 November 2026.

[**APPLY / FIND OUT MORE**](#)

[View full vacancy and apply](#)



Customer Contact Advisor

Saffron Housing Trust

Long Stratton

Permanent - £28,465.67 per year

Be a first point of contact for tenants. Handle repairs, tenancy and rent enquiries, diagnose repair issues and raise maintenance work orders.

38 hours/week. Strong communication, IT and customer service skills. Basic DBS check. Closing: 1 November 2026.

[APPLY / FIND OUT MORE](#)

[View full vacancy and apply](#)



Neighbourhood Officer

Saffron Housing Trust

Long Stratton

£38,000 per year · 37 hours/week

Manage tenancy and anti-social behaviour cases, support vulnerable tenants and work with partner agencies to help create safer communities.

1 permanent and 2 fixed-term posts (6 months). Relevant casework experience and basic DBS required. Closing: 1 November 2026.

[**APPLY / FIND OUT MORE**](#)

[View full vacancy and apply](#)



Sales Support

Midwich Ltd

Diss

Sales administration · See advert for terms

Process customer orders, prepare reports and answer customer enquiries by phone and email. Work with sales colleagues and other departments to resolve queries.

Administration and customer service experience required, plus Microsoft Outlook and Excel skills. Closing: 31 October 2026.

[APPLY / FIND OUT MORE](#)

[View full vacancy and apply](#)



Customer Care Advisor

Animed – CVS Group

Diss / hybrid after training

Permanent · £12.71 per hour

Handle inbound customer calls, resolve queries and update records across several systems. Deliver friendly, accurate service in a busy contact centre.

Full-time up to 40 hours/week or part-time 20 hours/week.
Hybrid working follows training and successful performance.

[APPLY / FIND OUT MORE](#)

[View full vacancy and apply](#)

**Animed – CVS
Group**

Customer Advisor

Aviva

Norwich / hybrid after training

Permanent · £16,332–£18,001 per year

Provide telephone support to customers with retirement enquiries. Explain information clearly, discuss available options and help customers understand next steps.

21.25 hours/week, Monday–Friday 10am–2.15pm. Initial training in the office for around 24 weeks, then 3 office / 2 home days.

[**APPLY / FIND OUT MORE**](#)

[View full vacancy and apply](#)

Aviva

Assistant Manager

Chevington Lodge Residential Care Home

Bungay, NR35

Full-time · £14.94–£15.70 per hour

Support the manager with the daily running of a residential and dementia care home. Lead care shifts, support residents and administer medication when required.

Supervisory and care experience essential, with NVQ Level 3 in Health and Social Care or equivalent. Induction and training provided.

[APPLY / FIND OUT MORE](#)

[View full vacancy and apply](#)

Chevington Lodge Residential Care Home

Car Delivery Driver

Domino's – SK Group

Long Stratton, NR15 2XW

Permanent, full-time · £10.85–£12.71/hour

Deliver pizzas safely, provide friendly service and use the delivery app to manage orders. Help with cleaning and restocking between deliveries.

Own car, valid driving licence and smartphone required. Evenings/weekends. Mileage and tips extra. Closing: 30 November 2026.

[APPLY / FIND OUT MORE](#)

[View full vacancy and apply](#)

**Domino's – SK
Group**

PIPP Project Adviser

Citizens Advice Diss, Thetford & District

Diss and Thetford / travel across Norfolk

Fixed term · £15.40 per hour

Support people at risk of falls with wider issues affecting their wellbeing and independence. Connect clients with advice, local services and community support.

Advert states 35 hours/week and labels role part-time: confirm hours. Wednesday evening triage required. Closing: 23 October 2026.

[APPLY / FIND OUT MORE](#)

[View full vacancy and apply](#)

**Citizens Advice
Diss, Thetford
& District**

Duty Manager

Everyone Active

Stradbroke Swim & Fitness Centre

Permanent, full-time · £28,500 per year

Support daily centre operations, oversee health and safety and lead the team to deliver excellent customer service. Help control costs and grow income.

Supervisory experience required. Pool qualifications to be gained if needed. Days, evenings, weekends and holidays. Closing: 6 November 2026.

[**APPLY / FIND OUT MORE**](#)

[View full vacancy and apply](#)

**Everyone
Active**

Recreation Assistant

Everyone Active

Stradbroke Swim & Fitness Centre

Permanent · £10.85–£12.71 per hour

Supervise the pool safely, support centre activities and provide excellent customer service. Maintain high standards of cleanliness and housekeeping.

33 hours/week. National Pool Lifeguard qualification required. Days, evenings, weekends and public holidays. Closing: 1 November 2026.

[APPLY / FIND OUT MORE](#)

[View full vacancy and apply](#)

**Everyone
Active**

Administrative Officer

Diss Infant Academy & Nursery

Diss

Fixed term · £11,364–£12,113 actual pa

Support recruitment, school administration and facilities compliance. Help with purchasing, spending records and parent charges for trips, clubs and meals.

18 hours over 3 days, term time + 1 week. Closing: 31 October 2026, 5pm. Advert's contract end date is in the past: confirm with school.

[**APPLY / FIND OUT MORE**](#)

[View full vacancy and apply](#)



Teaching Assistant 1:1

Carleton Rode CE VA Primary School

Carleton Rode, NR16 1RW

Fixed term · £13.92–£14.14 per hour

Provide tailored support for a Key Stage 2 pupil, helping them access learning and build confidence. Adapt activities to the child's needs.

30 hours/week, term time + 1 week, 8.45am–3.15pm. SEND experience and de-escalation skills required. Closing: 6 November 2026.

[APPLY / FIND OUT MORE](#)

[View full vacancy and apply](#)

**Carleton Rode
CE VA Primary
School**

Finance & Office Manager

Bed-Down LLP

Metfield, Harleston, IP20 0LP

Flexible hours · £16–£18 per hour

Take sole responsibility for bookkeeping, payroll, VAT returns and financial records. Support office administration and maintain staff records in a family business.

Minimum 3 days/week, with flexible days and hours. 3 years' bookkeeping/payroll and 2 years' Sage 50 experience required.

[APPLY / FIND OUT MORE](#)

[View full vacancy and apply](#)

Bed-Down LLP

Production Operative

Smurfit Westrock

Diss, IP21 4QH

Permanent, full-time · Competitive salary

Produce packaging to quality standards, support production targets and keep work areas clean and safe. Work with colleagues to improve safety and efficiency.

Alternating early and late shifts, Monday–Friday. Flexibility for shifts and overtime required. Factory experience helpful but not essential.

[**APPLY / FIND OUT MORE**](#)

[View full vacancy and apply](#)

**Smurfit
Westrock**

Digital Marketing Officer

City College Norwich

Norwich

Permanent · £33,947–£35,946 per year

Plan digital campaigns and paid advertising to support student recruitment. Create web, email and social content, and analyse campaign performance.

37 hours/week. Level 4 related qualification and at least 1 year's digital marketing experience. Closing: 25 October 2026, midnight.

[**APPLY / FIND OUT MORE**](#)

[View full vacancy and apply](#)

**City College
Norwich**

Front of House Assistant

Old Hall Farm

Norwich Road, Bungay, NR35 2LP

Permanent, part-time · £12.21–£13/hour

Welcome farm shop and restaurant customers, manage bookings and order enquiries, and support stock coordination. Keep service areas clean and organised.

At least 3 days/week including one weekend day, usually between 8am and 6pm. Experience desirable but not essential. Immediate start.

[APPLY / FIND OUT MORE](#)

[View full vacancy and apply](#)

Old Hall Farm

Administration Assistant – CLOSED

Bungay High School

Bungay, NR35 1RW

Permanent · £10,518–£13,147 actual pa

Provide administrative support to the Headteacher's PA, Office Manager and Data Manager. Handle confidential information and help the school office run smoothly.

20 or 25 hours/week, 39 weeks/year. CLOSED: deadline was 19 October 2026, 9am. Contact the school to ask about future opportunities.

[APPLY / FIND OUT MORE](#)

[View full vacancy and apply](#)

**Bungay High
School**

Office Coordinator

Opening Doors

Norwich, NR3 1SX

Permanent · £25,878–£27,000 pro rata

Provide practical administrative support across a charity run by and for adults with learning disabilities. Help keep the charity organised and running smoothly.

16 hours/week, including 3 hours supporting a colleague with a learning disability. Closing: 26 October 2026, 9am.

[APPLY / FIND OUT MORE](#)

[View full vacancy and apply](#)

Opening Doors

Advocacy Adviser

Opening Doors

Norwich, NR3 1SX

2-year contract · £26,936–£29,591 pro rata

Support adults with learning disabilities to speak up, resolve problems and live safe, confident lives. Work alongside people in a user-led charity.

16 hours/week. Contract may be extended. Email the application and equality forms to the charity. Closing: 26 October 2026, 9am.

[APPLY / FIND OUT MORE](#)

[View full vacancy and apply](#)

Opening Doors

Pastoral Assistant

Beccles High School

Beccles, NR34 7BQ

Permanent · £23,038–£23,821 actual pa

Support student wellbeing and inclusion, supervise the Internal Exclusion Room and promote positive behaviour. Work with families, staff and external agencies.

37.5 hours/week, term time + 1 week. Calm communication and strong relationships with young people essential. Closing: 9 November 2026, 1pm.

[**APPLY / FIND OUT MORE**](#)

[View full vacancy and apply](#)





Jobs that are still
available...

Seasonal Temp roles in Norwich

FatFace - 6 x roles Weekdays and weekends [Click here](#)

The Entertainer Toy Shop – [click here](#)

Pandora Jewellery – [click here](#)

Dunelm – [click here](#)

Wingstop – [click here](#)

Next (many roles) [click here](#)



Activities Assistant

Greensleeves Care – De Lucy House

Diss

Part-time, permanent £13.45 per hour

Help residents enjoy creative activities and social events. Arrange group programmes and individual sessions, encourage participation and support fundraising.

18 hours a week, 10am–4pm, including alternate weekends. Activities experience and a full clean UK driving licence required.

APPLY / FIND OUT MORE

www.indeed.com/viewjob?jk=9455133fe50b3fb9



House Cleaner

Cleaning Queen

Diss and surrounding area

Full-time / part-time £14.00 per hour

Clean customers' homes to a high standard as part of a supportive team. Take pride in detailed, reliable work and keeping homes tidy and welcoming.

12–32 hours per week, with flexible days and hours. Driving licence and own car essential. DBS check required. Cleaning experience preferred.

APPLY / FIND OUT MORE

www.indeed.com/viewjob?jk=efdb2c454671b20a



Dispensary Coordinator

Pilgrim's Europe

Diss

Full-time

Process veterinary medicine orders, pick and pack products for farms and manage stock. Maintain accurate records, monitor storage conditions and support purchasing.

Stock control or distribution experience required. SAP or similar systems and Microsoft Office skills sought. Occasional deliveries in a company vehicle.

APPLY / FIND OUT MORE

www.indeed.com/viewjob?jk=fc588be3552b781b



Home Care Administrator

Kingsley Homecare

Diss

Permanent, day shifts £28,000 a year

Support the home care branch with office administration and recruitment. Welcome visitors, handle correspondence, maintain records and assist with local marketing.

Pay depends on experience. Healthcare administration experience and strong Word/Excel skills sought. Includes on-call duties. Closing: 6 November 2026.

APPLY / FIND OUT MORE

www.careers.kingsleyhealthcare.co.uk / vacancy 6133



Kitchen Assistant – Maternity Cover

Outcomes First Group – Bramfield House School

Bramfield, near Halesworth

Fixed term, term-time 15 hours per week

Help prepare and serve nutritious school meals, cater for dietary needs and maintain a clean kitchen. Support deliveries, stock checks and food safety records.

Three days a week, November 2026–30 June 2027. Catering experience needed. Pay details conflict in advert: confirm with employer. Enhanced DBS required.

APPLY / FIND OUT MORE

www.indeed.com/viewjob?jk=ade5004f7ce7eee9



Personal Assistant

Private employer – advertised through UKCIL

Diss, IP22

Part-time £13.50 per hour

Assist a lady with daily living, including personal care, light cleaning and meal preparation. Provide medication reminders and friendly conversation.

9 hours: Friday and Saturday 9am–1pm, plus 1 hour Sunday evening. Holiday/sickness cover also needed. Enhanced DBS, references and training required.

APPLY / FIND OUT MORE

[www.ukcil.com / job reference 8b069945](http://www.ukcil.com/job/reference/8b069945)



Assistant Shop Manager

Mind Retail

Diss

Part-time, permanent £13.50–£13.55 per hour

Support the shop manager and volunteers to achieve sales targets. Maintain shop standards and customer service, and take charge when the manager is away.

21 hours per week. Retail enthusiasm and ability to motivate others sought. Previous management experience is not essential. DBS and references required.

APPLY / FIND OUT MORE

www.indeed.com/viewjob?jk=c5a5b38e2d01174e



Admin / Customer Service Assistant

Diss Ironworks Ltd

Diss

Wednesdays – Saturdays £18,000–£20,000

Answer calls and emails, process orders and help with quotes and invoices. Support the showroom team in a family business selling kitchen appliances and homeware.

Wednesday–Saturday. Hours and final pay to discuss. Computer confidence required. Send CV and short cover letter to info@dissironworks.co.uk.

APPLY / FIND OUT MORE

www.indeed.com/viewjob?jk=76ebcbc04da43129



General Assistant – Drainage

Metro Rod Norwich

Tharston / Long Stratton

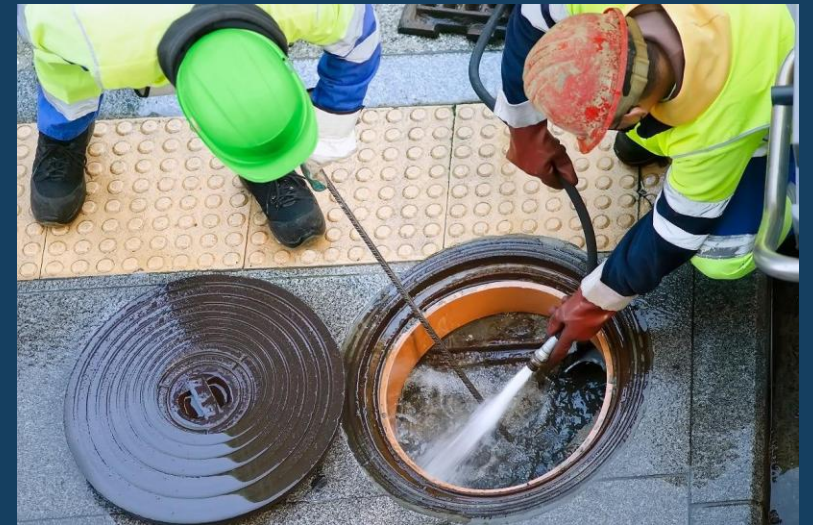
Full-time, permanent £22,578–£26,436 a year

Support engineers with drain cleaning, clearance, repairs and maintenance. Work outdoors, follow health and safety procedures and provide helpful customer service.

Pay depends on age. Physical fitness, flexibility and some unsociable hours required. Training and development provided.

APPLY / FIND OUT MORE

www.indeed.com/viewjob?jk=600050a8e798e9e9



Head Housekeeper

Greensleeves Care – De Lucy House

Diss

Part-time £13.70 per hour

Lead the domestic and laundry team, organise cleaning programmes and check standards. Manage cleaning supplies and help with daily cleaning and laundry duties.

20 hours a week, 9am–1pm, with alternate weekend flexibility. Level 2 or equivalent qualification, extensive experience and COSHH knowledge required.

APPLY / FIND OUT MORE

www.indeed.com/viewjob?jk=816aae44cc005135



Director of Tenant Services

Five Point Recruitment

Long Stratton, hybrid

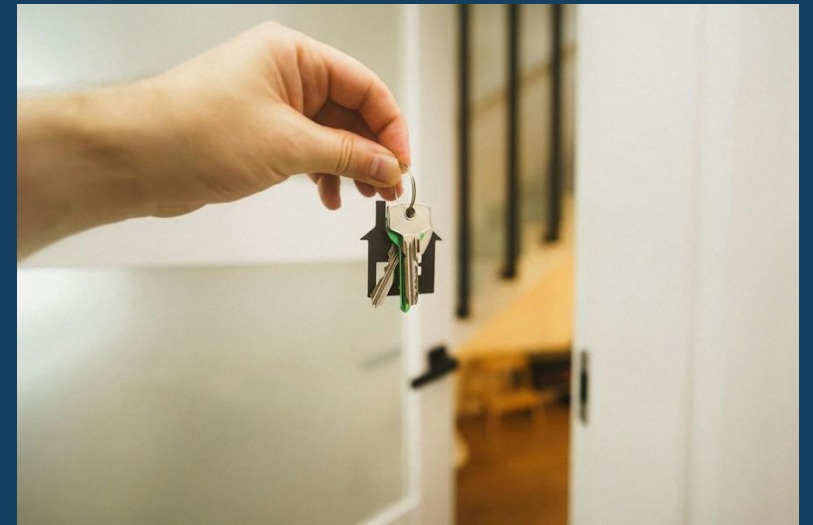
Full-time, permanent £102,000 a year

Provide senior leadership across housing and independent living services, including service charges, rent and income. Lead service improvements and ensure regulatory compliance.

37.5 hours, Monday–Friday. Substantial senior housing leadership experience required. CIH Level 5 or ability to achieve it. Basic DBS check.

APPLY / FIND OUT MORE

www.indeed.com/viewjob?jk=4f2fd001b1013896



Resident Liaison Officer

Bell Group

Bungay and surrounding area

Full-time, permanent £26,000–£30,000 a year

Keep residents informed about property works and arrange access. Handle enquiries and complaints, carry out surveys and provide project administration.

Two years' liaison experience in UK social housing required. Driving licence and own vehicle needed. Car allowance and fuel card offered.

APPLY / FIND OUT MORE

www.indeed.com/viewjob?jk=fc8c46cc1435360e



Festive Colleague – Nights

Tesco

Diss Superstore

Temporary From £13.28 per hour

Support the store during the busy Christmas period.
Tasks may include stocking shelves, serving customers
and picking orders for home delivery or Click and Collect.

Various hours to discuss. No experience necessary. Apply by
20 October 2026.

APPLY / FIND OUT MORE

https://careers.tesco.com/en_GB/careers/JobDetail/Festive-Colleague-Nights-Diss-Superstore/



Tree Planter

Venn Group

Long Stratton

Full-time £180–£190 per day

Join an ongoing outdoor planting project. The work involves planting tree whips and bulbs, with three tree planters sought.

CSCS card required. Contact Joe on 07441 916468 or send a CV to lkelly@venngroup.com.

APPLY / FIND OUT MORE

www.indeed.com/viewjob?jk=2953e9f3876d9a4a



EBM Optimisation Engineer

Spectra Packaging

Halesworth

Permanent, Full-time

If you have a minimum of 3 years of moulding experience, excellent communication skills, and a positive "can do" attitude, we want to hear from you. You'll play a vital role on our dayshift (39 hours per week), leading investigations into complex moulding issues, creating structured training programmes for technicians, and driving continuous improvement to optimise quality and waste reduction while upholding the highest health & safety standards.

APPLY / FIND OUT MORE

<https://www.spectra-packaging.co.uk/vacancies/ebm-optimisation-engineer/>

EBM OPTIMISATION
ENGINEER



WE ARE: RECRUITING
www.spectra-packaging.co.uk

Ice Cream Van Drivers

Jim's South Norfolk Ice Cream

Bungay

Full-time / part-time £200–£1,000 a week

Drive an ice cream van, serve customers and take payments. Keep the serving area clean and manage stock while following food safety standards.

Work available now until late November, with possible weekend work afterwards. Spring 2027 enquiries welcome. Driving licence required, maximum 3 points.

APPLY / FIND OUT MORE

www.indeed.com/viewjob?jk=2d0ec1f284af4aa7



Plant Area & Sales Assistant

Foundry Plant Centre and Coffee Shop

Long Stratton

Full-time £13.00–£14.00 per hour

Keep plant displays stocked, clearly priced and well presented. Advise customers using your plant knowledge and help increase sales in the plant area.

Three years' garden centre experience required. Weekend rota. Pay negotiable depending on experience. On-site parking.

APPLY / FIND OUT MORE

www.indeed.com/viewjob?jk=a30ad77442befc76



Mobile School Cook Manager

Nourish Contract Catering

Norwich and wider Norfolk

Permanent, term-time From £14.00 per hour

Prepare healthy school lunches as part of a relief catering team. Lead the on-site team and manage food orders, stock records and meal numbers.

Minimum 30 hours, Monday–Friday, no weekends. Catering experience, driving and DBS required. Covers Norwich, Dereham, Thetford and Great Yarmouth areas.

APPLY / FIND OUT MORE

www.indeed.com/viewjob?jk=d4975c4208e9e689



Nursery Practitioner – Level 3

Rainbows Day Nursery

Diss

Full-time / part-time £12.75–£13.15 per hour

Care for children aged 0–5 and plan engaging learning activities. Observe children's progress, work with families and maintain a safe, welcoming nursery environment.

Up to 38 hours, Monday–Friday, no weekends. Level 3 Early Years qualification essential. Enhanced DBS and two references required.

APPLY / FIND OUT MORE

www.indeed.com/viewjob?jk=1e5fb1f45beea789



Housing Services Manager

Saffron Housing Trust

Long Stratton

Full-time, permanent £48,000 per year

Lead Neighbourhood Officers and oversee tenancy and estate management. Manage complex cases, resident engagement and service improvements to support safe, well-managed communities.

37 hours per week. Significant housing management experience and strong people leadership required. Basic DBS check. CIH Level 4 or ability to obtain it desirable.

APPLY / FIND OUT MORE

www.saffronhousing.current-vacancies.com / advert 4277138



Workshop Operative

The Best Connection Employment Group

Long Stratton

Full-time £13.00 per hour stated in advert

Help convert vans into refrigerated vehicles through carpentry and interior fitting. Follow drawings and use hand and power tools safely in a workshop team.

Carpentry or workshop experience essential. Monday–Friday, day shifts, no weekends. Advert states permanent role after a 12-week probation period.

APPLY / FIND OUT MORE

www.indeed.com/viewjob?jk=6e74d14c093effc2



Food Service Assistant

Sodexo

Flixton, NR35 1NT

Part-time £13.00 per hour

Help prepare and serve food, set up service areas and provide friendly customer service. Keep dining areas clean and follow food safety and allergen procedures.

20 hours per week, Monday–Friday, 4.30pm–8.30pm.
Hospitality experience helpful but full training provided.
Pension and wellbeing benefits available.

APPLY / FIND OUT MORE

www.indeed.com/viewjob?jk=747cc5fb4128b274



Aftersales Advisor

Lings Motorcycles / Lings Powersports

Mendham Lane, Harleston

Full-time, permanent £24,000–£30,000 per year

Book servicing and repairs, welcome customers and liaise with workshop technicians. Provide estimates, keep customers informed and prepare job cards and invoices.

Driving licence required. Strong customer service, organisation and computer skills sought. Industry experience helpful, with full training available.

APPLY / FIND OUT MORE

www.indeed.com/viewjob?jk=60f4ef801ac7f06c



Current Opportunities

Cranswick Fresh Poultry

Technical, HR, environmental & factory roles

Cranswick Fresh Poultry is recruiting across technical, HR, environmental and factory roles..

APPLY / FIND OUT MORE

<https://cranswick.plc.uk/careers/vacancies>



Front of House Staff

The Fleece Inn

Bungay NR35

We're looking for friendly, reliable, and enthusiastic Front of House Team Members to join our team at The Fleece Inn in Bungay.

Whether you're experienced in hospitality or looking to start your journey behind the bar and on the floor, this is a great opportunity to be part of a warm, busy, and welcoming pub at the heart of the community.

https://uk.indeed.com/viewjob?jk=d7937c9f5b494b93&from=shareddesktop_copy



Head of Wellbeing

Cottrell Moore

Halesworth IP19

As Head of Wellbeing, you will lead the development of creative and engaging activities that enrich the lives of up to 40 residents. This role requires a positive attitude, strong organisational skills, and the ability to plan and manage your department effectively.

APPLY / FIND OUT MORE

https://uk.indeed.com/viewjob?jk=047efe04f3b4ede8&from=shareddesktop_copy



Royal Mail Delivery Driver

Angard Staffing

Temporary Roles in Norwich

Angard are recruiting for Royal Mail – lots of temporary jobs in Norwich for the Christmas period. Go to

<https://www.angardstaffing.co.uk/jobs> and search under Norwich to view range

APPLY / FIND OUT MORE

<https://www.angardstaffing.co.uk/jobs>



Housekeeper

Park Hotel Diss

Diss IP22 4LE

Join our dynamic hospitality team as a Housekeeper at our esteemed hotel, where your attention to detail and dedication will create a welcoming and spotless environment for our guests. This role offers an exciting opportunity to contribute to memorable guest experiences by maintaining the highest standards of cleanliness and comfort.

APPLY / FIND OUT MORE

https://uk.indeed.com/viewjob?jk=e3908ec4c42da8e3&from=shareddesktop_copy

Housekeeper - Park Hotel Diss

Park Hotel Diss

Diss

Legal Secretary

Jackamans Solicitors

Diss – Full time

Jackamans is seeking a professional and highly organised Legal Secretary to join our established Private Client team in Diss. The successful candidate will provide efficient, confidential support to our legal professionals and contribute to the consistently high standard of service we deliver to our clients

APPLY / FIND OUT MORE

https://uk.indeed.com/viewjob?jk=1b9d4dccd64d2664&from=shareddesktop_copy



Science Technician & First Aid Coordinator

Stradbroke High School -25 hours per week – term time + 1 week

Stradbroke

Stradbroke High School seeks to appoint an enthusiastic Science Technician & First Aid Coordinator to join our flourishing Science Department to support and maintain the laboratory, preparation room, equipment and consumables. The post-holder will possess sound knowledge and experience in a science-based work environment AND coordinate our first aid provision.

APPLY / FIND OUT MORE

<https://www.educationjobfinder.org.uk/job>



Store Cleaner

Action Industrial Cleaning

Harleston

Clean and maintain a local store. Open the listing for hours and application details.

APPLY / FIND OUT MORE

https://uk.indeed.com/viewjob?jk=f6f525af46c1ee40&from=shareddesktop_copy



Horticultural Team Members

Whartons Garden Roses, Eye

We are looking for enthusiastic, energetic and reliable individuals to join our team.

The work can be physically demanding at times and would suit people who enjoy working outdoors and are looking to start or develop a career in horticulture.

The role

Working as part of our team meet seasonal production targets, your duties could include:

Planting in fields

Propagation

Grading, trimming and quality checking plants

Preparing roses for despatch

General nursery and horticultural duties

Working as part of a team to meet seasonal production targets

Previous plant or horticultural experience is an advantage, but full training will be provided, and candidates without previous plant experience are very welcome to apply.

APPLY to accounts@whartons.co.uk

Personal Assistant

UKCIL

Diss

Five hours per week at £13.50 per hour. Your duties will include assisting with meal preparation, helping with parenting tasks that require the use of stairs, and supporting me to ensure the home is safe and manageable for myself and my daughters. Tasks include carrying laundry and bed linen up and down the stairs, bringing food shopping into the home due to front steps at the property, and changing bed linen on three beds

APPLY / FIND OUT MORE

<https://www.jobs.service.gov.uk/jobs/6a16a2b4a1489754c8dae51c>



School Cleaner

Earsham Primary School

Earsham

Three hours per day, Monday to Friday, before or after school.

Term-time + 4 weeks

View the school vacancy below for more details

APPLY / FIND OUT MORE

<https://shorturl.at/T4l3s>



Kingfisher Partnership

CLEANER
VACANCY

Earsham Primary School

15 hours per week

Term time + 4 weeks

Permanent

Part-time

FOR ANY QUERIES PLEASE CONTACT
THE SCHOOL OFFICE

Learning Support Assistant

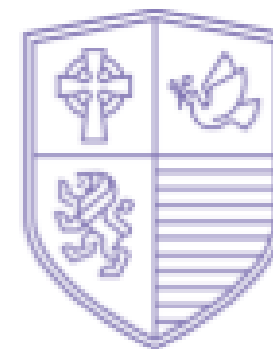
Harleston Sancroft Academy

Harleston · Secondary Phase

Support secondary pupils with their learning and wellbeing, working with teaching staff to help young people participate confidently in lessons and school life.

APPLY / FIND OUT MORE

<https://www.educationjobfinder.org.uk/job/df5bfa2a-c088-41ae-b6d9-b5c92723b4b4>



HARLESTON SANCROFT
ACADEMY

Part-Time Cleaner

EasiAs Cleaning

Harleston

Flexible part-time cleaning work in Harleston. Maintain high standards in clients' homes while working reliably and managing appointments independently.

APPLY / FIND OUT MORE

<https://easiascleaning.co.uk/apply-part-time-cleaner/>



EasiAs Cleaning

Contract Support Admin Assistant Saffron Housing Trust

Long Stratton · £26754

We're looking for a Contract Support Admin Assistant to join our Strategic Asset Management team. This is a fantastic opportunity for someone who enjoys helping people, thrives in a busy office environment, and takes pride in delivering excellent customer service.

APPLY / FIND OUT MORE

<https://saffronhousing.current-vacancies.com/Jobs/Advert/4329279?cid=1368&rsid=0&js=0&LinkType=1&FromSearch=False>



Sales Support

Midwich Ltd

Diss · 12-month fixed-term contract

Support the sales administration team with customer enquiries, orders and account information while helping deliver an efficient service to customers and colleagues.

APPLY / FIND OUT MORE

<https://store.midwich.com/jobs/joblist>



Cherry Lane, Pulham Market

Current Vacancies include:

- Seasonal Elf
- Cooks

APPLY / FIND OUT MORE

[https://www.qdgroup.co.uk/vacancies/?postcode=lp20+9AB
&radius=10#](https://www.qdgroup.co.uk/vacancies/?postcode=lp20+9AB&radius=10#)



Cherry Lane

Pulham Market

Midday Supervisors (x3)

Diss CofE Junior Academy

Diss

Supervise pupils during lunchtime and help create a safe, positive environment in the dining area and playground.

APPLY / FIND OUT MORE

<https://www.educationjobfinder.org.uk/job>



Diss CofE Junior Academy

Diss

Teaching Assistant

Diss Infant Academy & Nursery

Diss

Help young children engage with learning and classroom routines, working alongside teachers at the infant academy and nursery.

APPLY / FIND OUT MORE

<https://www.educationjobfinder.org.uk/job/dd8e>



Diss Infant Academy &
Nursery

Diss

Teaching Assistant – KS2

Diss CofE Junior Academy

Diss

Support Key Stage 2 pupils with learning and wellbeing, working closely with teaching staff in a friendly junior school setting.

APPLY / FIND OUT MORE

<https://www.educationjobfinder.org.uk/job/>



Diss CofE Junior Academy

Diss

Seasonal Cheese Production Operative

Fen Farm Dairy Ltd

Bungay

Hands-on seasonal role supporting cheese production, packing, hygiene and preparation for dispatch.

APPLY / FIND OUT

<https://uk.indeed.com/q-fen-farm-dairy-l-bungay-jobs.html>



Fen Farm Dairy Ltd

Bungay