Our Jobs Club team is here to help!

Harleston information plus

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 (https://www.facebook.com/HarlestonJobsclub/) 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

eastcoast COLLEGE

Adult Courses in Harleston



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

Harleston Information plus

UK Registered Charity Number 1146735

COMMUNITY FUND

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.

Apprenticeships
Within a 20-mile radius of Harleston

Content Creator Apprenticeship

Apprentice Dental Nurse

Broadcast and Media Systems Technical Operator Apprenticeship - Level 3 - Norwich

Chef Apprenticeship

Business Administrator Apprentice

Pharmacy Assistant Apprenticeship

Apprentice Administrator

Pharmacy Assistant Apprenticeship

Chef Apprenticeship

Groundworker Apprenticeship

AI & Automation Support Apprentice

Customer Service Apprentice

Office Administration Apprentice

Software Developer Apprentice (Band 5/EO)

PCN Business Administration Apprentice

Aircraft Maintenance Apprentice

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

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

Van Driver
Eye

Pyramid Recruitment

£17.51/hour · Flexible agency shifts

Drive a 3.5-tonne van delivering drinks to pubs, restaurants and retailers in London and surrounding areas. Load and unload stock.

UK driving licence and age 18+ required. Six months' commercial driving experience preferred.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=44c501af670bdcad

Chef
Diss

Victoria Grill & Bar

£16.21–£19.28/hour

Prepare dishes, supervise kitchen staff and maintain consistent food quality and safety. Help manage stock and supplies.

Professional kitchen experience required. Supervisory experience is desirable.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=74937fe7c45299be

Level 3 Nursery Practitioner Hempnall

Jack in the Box / Bright Stars Nursery Group

£30,680/year

Provide care and learning activities, support children's development and work with families and colleagues.

Relevant Level 3 Early Years qualification, early years experience and knowledge of the EYFS required. Enhanced DBS applies.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=f0f69981df0cd107

Teaching Assistant
Bungay

St Edmund’s RC Primary School and Nursery

27.5 hours/week · £15,885.55–£16,134.87 actual

Support children’s learning and wellbeing, including pupils with additional needs and younger children who need help with personal care.

Term time, Monday–Friday, 08:45–15:15 with a one-hour lunch. Enhanced DBS required.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=89296d64dea213c7

Car Delivery Driver
Diss

Domino’s

Hourly pay + per-delivery payments and tips

Deliver pizzas, use the delivery app and help the store team with tasks such as restocking between orders.

Full driving licence, roadworthy car and smartphone required. Training provided.

APPLY / FIND OUT MORE



https://www.indeed.com/viewjob?jk=d0b198704718bb1b

Office Cleaner
Long Stratton

Spire Cleaning Services

Permanent · 10 hours/week · £13.45/hour

Clean offices and shared areas, including mopping, vacuuming and emptying bins. Replenish supplies as required.

Monday–Friday, 17:00–19:00. Previous cleaning experience and a driving licence are preferred.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=3627889d3003c399

Front of House Staff
Diss

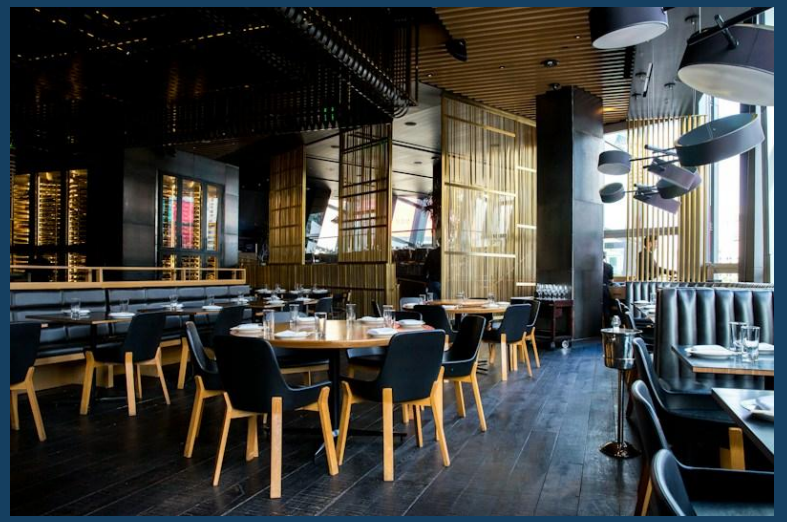
Park Hotel Diss

From £12.71/hour · Zero-hours contract

Serve guests across the bar, restaurant and reception. Take orders, handle payments and help with check-ins and enquiries.

Hospitality experience required. The advert describes full-time availability, with evenings and weekends.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=c30546af9dc8bcd6

Administrative Compliance Officer Halesworth

Halesworth Town Council

15 hours/week · Confirm pay with the council

Keep council policies and procedures up to date and coordinate compliance training for councillors and staff.

Independent working and initiative needed. The advert shows two pay ranges. The office is accessed by stairs.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=8481f82d5fe9d7dd

Hotel Handyman
Brome

INT Estates Ltd

2 days/week guaranteed · £150–£170/day

Carry out general hotel repairs, including basic plumbing, carpentry, painting and decorating in guest rooms and shared areas.

Hours 08:00–17:00. Building, property or hotel maintenance experience required.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=d6bb9202c3f5f46d

Branch Manager
Diss

Alliance Automotive Group / NAPA Auto Parts

Pay and hours to confirm

Lead the branch, drive sales and margins, and make sure customers receive a high standard of service.

Suited to an automotive branch manager or an experienced parts adviser or assistant manager ready to step up.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=da6d3fec58c0c228

Experienced Roofer
Tibenham

S L Bartram Roofing and Scaffolding

Permanent · 45 hours/week · From £15/hour

Work on residential and commercial roofs across East Anglia. The role covers slating, tiling or flat roofing.

Hands-on roofing experience, a UK driving licence and a CSCS card are required.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=fc6bdd89a322b9d5

Christmas Seasonal Roles
Search for locations near you

Royal Mail Group

Temporary festive opportunities · 2026

Explore seasonal mail sorting, parcel delivery, customer service and LGV or MGV driving roles.

Availability and shifts vary by location. Some roles are recruited through Angard Staffing.

APPLY / FIND OUT MORE



https://careers.royalmailgroup.com/gb/en/seasonal-roles

Early Morning Delivery Person Required

Delivering newspapers to Forncett St Mary, Tacolneston, Hapton, Newton Flotman, Saxlingham, Wacton and Long Stratton
Newspapers to be collected daily from Roy Humphrey Industrial Estate, Brome
6 mornings a week, Sunday to Friday, must have own vehicle, £300 p/w



APPLY / FIND OUT MORE

Please email newsdelivery0@googlemail.com

Waveney Valley Pets
Part-time receptionist and administrator
Flixton Road, Bungay

We have an exciting opportunity for a Veterinary Receptionist to join our **brand new independent practice**. Hours of work: 4 days per week (Monday, Tuesday, Thursday and Friday) 9am-2pm, and 1 in 4 Saturdays 9am-12pm.

APPLY / FIND OUT MORE



https://www.waveneyvalleyvets.co.uk/join-our-team


The WoodView Project
WE'RE RECRUITING
Youth Mentor – 2:1 Support Role
£17 per hour | Self-Employed
39-week academic year
Worlingham, Beccles, Suffolk
Supporting a young person with a strong interest in horses
We are looking for a compassionate, enthusiastic and resilient Youth Mentor to provide 2:1 support for a young person with additional needs. Ideal for someone with an interest in horses, outdoor learning and supporting young people with SEMH/SEND.
Apply with CV & covering letter to:
gm.the.woodview.project@gmail.com
Safer recruitment checks apply
Enriching Lives, Inspiring Futures

New ROLES

CRANSWICK
COUNTRY FOODS | Poultry

- Production Operative
- Skilled Engineers - Days and Nights
- Team Leaders
- Despatch Administrator
- Quality Technician
- Abattoir Operative
- Night Hygiene
- Quality Assurance
- Hanger Operative
- Hygiene Trainer
- Management Accountant
- General Maintenance Operative
- Effluent Treatment Plant Operator
- HR Advisor
- Yard Operative
- Despatch Operative

Benefits

- Buy Additional leave
- Company pension
- Cycle to work scheme
- On-site parking
- Referral programme
- Employee discount
- Health & wellbeing programme

Transport
£6 per day from Ipswich and Norwich for Operative roles

Interested? for more information please contact cranswickpoultryrecruitment@cranswick.co.uk

Family Services Coordinator
Breckland and South Norfolk

Home-Start Norfolk

Permanent · 30 hours · £28,455–£32,565 FTE

Support families in the early years, coordinate volunteers and arrange tailored help through visits, groups and referrals.

Hybrid working. Enhanced DBS required. Apply using the application form by 17:00 on 30 November.

APPLY / FIND OUT MORE

https://www.cbrsolutions.org.uk/jobs/family-services-coordinator-3/


Gosford Road
MOT & Service Centre
WE'RE HIRING
Level 2 Service Technician
THE ROLE:
Carry out servicing, repairs and maintenance on a range of vehicles.
WE'RE LOOKING FOR:
A Level 2 qualification in Vehicle Maintenance & Repair (or equivalent)
A good understanding of vehicle servicing and general repairs
A reliable, motivated and team-focused approach
NO WEEKEND WORK
01502 717123
gosfordroadmotcentre@gmail.com
Gosford Road, Beccles, NR349QP

Dispensary Counter Assistant
Fressingfield, near Eye

Fressingfield Medical Centre

Part-time · 24 hours/week

Help patients at the dispensary counter, handle prescription requests and enquiries, and keep records up to date.

Wednesday morning, Thursday and Friday. Customer service experience needed. This is a non-dispensing role.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=b0e7ff3e81897a04

Tutor and Holistic Educator
Suffolk, Norfolk and Essex

Lapwing

Permanent · Term time · £28,253–£43,347/year

Tutor and coach young people with special educational needs, one to one or in small groups, at local venues.

37.5 hours. Part-time from 0.8 FTE considered. Teaching and SEN experience needed. Closes 16 November at 09:00.

APPLY / FIND OUT MORE

https://www.suffolkjobsdirect.org/#en/sites/CX_1004/job/25498

Head of Wellbeing
Long Stratton

Cottrell Moore Ltd

35 hours/week · £14.00–£14.50/hour

Plan engaging activities for care home residents, reflect their interests and build relationships with families and staff.

Hours 09:00–16:30, including alternate weekends. Some flexibility required for events.

APPLY / FIND OUT MORE

https://uk.indeed.com/viewjob?jk=dbffe2f9582c9f49

HR Administrator
Eye

Cranswick Country Foods

6-month contract · £26,000–£28,000/year

Support starters and leavers, maintain HR records, manage attendance information and answer employee queries.

Monday–Friday, 08:00–17:00 with some flexibility.
Organisation, accuracy and prioritisation needed.

APPLY / FIND OUT MORE

https://uk.indeed.com/viewjob?jk=06cda936e5fc2f4b

Food Production Operative (AM) Flixton, Bungay

Major Recruitment

£13.00/hour · 48 hours/week advertised

Work on the production line, pack products and check quality. Keep the work area clean and follow food safety procedures.

Early shifts advertised, Monday–Saturday. Transport available from selected towns at £2 return per shift.

APPLY / FIND OUT MORE

https://uk.indeed.com/viewjob?jk=73ff4a6d290ab582

Office Administrator
Diss

TW Gaze

Maternity cover · Up to 20 hours/week

Combine reception and clerical duties with cash handling and data entry, supporting an auction house and accounts team.

Tuesday and Thursday working included. Closing date 18 November. Salary at age-appropriate national living wage.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=9a01acf107f94b77

Funeral Arranger (Apprentice) Halesworth

Co-op Funeralcare

20 hours/week · £13.47/hour

Help families plan funerals and coordinate arrangements with care and professionalism.

Monday–Friday, 10:00–14:00. Duties may involve contact with the deceased. Closes 13 November.

APPLY / FIND OUT MORE

https://uk.indeed.com/viewjob?jk=35cc81ce5c78c5d5

HR Administrator
Eye

Cranswick Country Foods

6-month contract · £26,000–£28,000/year

Support starters and leavers, maintain HR records, manage attendance information and answer employee queries.

Monday–Friday, 08:00–17:00 with some flexibility.
Organisation, accuracy and prioritisation needed.

APPLY / FIND OUT MORE

https://uk.indeed.com/viewjob?jk=06cda936e5fc2f4b

Teaching Assistant
Fressingfield / Middleton

The Consortium Trust – The Link

Part-time · Permanent · £25,514–£28,042 FTE

Teaching Assistant opportunities at The Link in Fressingfield and Middleton. See the advert for full duties and requirements.

Salary is pro rata for part-time hours. Closing date 20 November 2026.

APPLY / FIND OUT MORE



https://www.suffolkjobsdirect.org/#en/sites/CX_1004/job/25540

Agricultural Engineer
Brome Street, Eye area

Elite Workforce Solutions

£40,000–£60,000/year · 45 hours/week

Service, diagnose and repair agricultural machinery in the workshop and in the field.

Experienced agricultural engineer required. Monday–Friday, company van and fuel card, overtime at 1.5 times.

APPLY / FIND OUT MORE

https://uk.indeed.com/viewjob?jk=ac7ef2e38e3da586

Lovewell Blake
AAT Trainee, Halesworth

Curious and enquiring school leavers who have achieved 2 A-levels at grade C or above (or an equivalent Level 3 qualification) and 5 GCSEs (grade 4 or above) including Maths and English
Friendly and open personalities
Team workers that appreciate and can provide supportive challenge from/to those that they work with
Good levels of underlying oral and written communication skills
Those who value and grasp the opportunity to gain a world-class professional qualification
People that understand the responsibilities of working in a professional, client orientated and regulated environment
Individuals for whom purpose and values are important

APPLY / FIND OUT MORE



https://lovewellblake.careers.hibob.com/jobs/234687bf-31ec-4267-8b32-c9b9faed5af7

Year 3/4 Class Teacher
Scole, near Diss

Scole CofE Primary Academy

Full-time · £32,916–£45,352/year

Teach a Year 3/4 class of 11 children in a small village primary school. Work with colleagues across the trust.

Fixed term to August 2027, starting 4 January. ECTs welcome.
Closes 23 November 2026 at 09:00.

APPLY / FIND OUT MORE



https://www.educationjobfinder.org.uk/job/d45c16ef-28de-4724-9a6c-083537f97077

Teaching Assistant + MSA
Alburgh, near Harleston

Alburgh with Denton Primary Academy

31.25 hours · TA £17,588–£17,867 + MSA £1,444/year

Support children’s learning and provide midday supervision. Combined post with two separate contracts.

Fixed term to August 2027, starting January. Childcare experience required. Closes 25 November 2026.

APPLY / FIND OUT MORE



https://www.educationjobfinder.org.uk/job/d208116c-2775-4852-9757-151d6a573b38

Branch Manager / Sales Valuer Halesworth

Musker McIntyre

Basic circa £30,000 · OTE £40,000–£55,000

Lead the residential sales team, win valuations and instructions, and grow the branch’s local business.

Estate agency sales and valuation experience needed. Advertised earnings include commission.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=7ac2691dcaae25a7

Mental Health Team Leader
Diss / Thetford area

BreakForth

Permanent · Full-time · £30,712.50/year

Support the team manager, supervise support workers and coordinate communication, training and service quality.

Driving licence required. Relevant experience desirable. Some weekend and overtime availability needed.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=a6e5a475e2b98853

Chef Manager
Stradbroke

Lunchtime Company

30 hours/week · Term time · Competitive pay

Manage the school catering service, lead the kitchen team and maintain food quality, hygiene standards and budgets.

Permanent role at Stradbroke CE Primary School. Monday–Friday, with no evenings or weekends.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=cd1a5647cc7caca8

Reformer Pilates Instructor Harleston

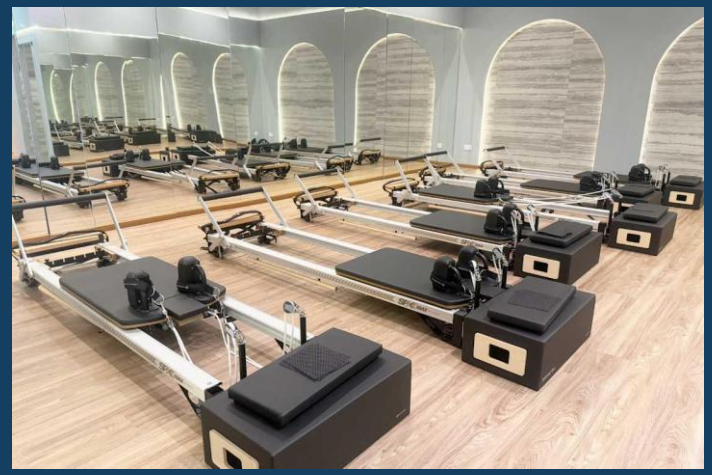
Sora Collective / Green Business Group

£16.00/hour · Daytime classes

Lead small Reformer Pilates classes and help establish a welcoming studio programme for beginners and returning clients.

Reformer Pilates qualification required. Days and times to be agreed.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=6de6a7854d004607

Receptionist / Care Navigator Harleston

Harleston Medical Practice

18 hours/week · From £12.71/hour

Welcome patients, arrange appointments and help people access the right services by phone, online and in person.

Tuesday and Wednesday working. Maintain accurate patient records and handle information confidentially.

APPLY / FIND OUT MORE

https://uk.indeed.com/viewjob?jk=563fcf8c96acac2a

Office Manager
Burston and Tivetshall

Burston and Tivetshall Primary Schools

30.5 hours · 39 weeks · £20,946–£23,126/year

Manage school office operations, support staff and families, and coordinate administration across the two schools.

Permanent role. Strong organisation and communication needed. Closing date 9 December 2026 at 13:00.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=e1b7b5b0f2981f5a

Funeral Service Crew
Diss and nearby branches

Co-op Funeralcare

18.75 hours/week · £13.24/hour

Support funeral services and care for the deceased with dignity, including preparation and transport duties.

Full manual UK driving licence required. On-call rota applies. Closing date 13 November 2026.

APPLY / FIND OUT MORE

https://uk.indeed.com/viewjob?jk=3435aa56927752e0

HR Administrator
Halesworth

Spectra Packaging Solutions

Full-time · Competitive salary

Support recruitment and onboarding, update employee records and training information, and assist with HR queries.

Administration experience, IT skills and confidentiality required. Closing date 20 November 2026.

APPLY / FIND OUT MORE

https://uk.indeed.com/viewjob?jk=7143c47d24e73a75

Plant Operator / Yard Operative
Pulham Market

Kent Skips Recycling Ltd

40 hours + overtime · £14.00–£17.00/hour

Sort waste, operate a loading shovel and 360 grab, inspect incoming materials and complete plant checks.

Plant experience preferred, training available. Overtime at time and a half. Safety awareness essential.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=c08b277d628f7667

Domestic Cleaner
Diss / Norfolk area

Norfolk Clean & Shine

Flexible hours · £14.00–£17.00/hour

Clean customers' homes, including kitchens, bathrooms and living areas. Choose available cleans to suit your schedule.

Previous domestic cleaning experience essential. Reliability, trustworthiness and high standards required.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=f39bfe432bee1657

Café Assistant
Bungay

Earsham Street Café

20 hours/week · £12.71/hour + tips

Welcome customers, make coffees, serve food and help with washing up in a busy café.

Wednesday, Friday and Saturday. Training, lunch and staff discount provided. Holiday cover may be needed.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=37a878644056da79

Food Production Operative (PM)
Flixton, Bungay

Major Recruitment

£13.00–£19.50/hour advertised

Pack products, check quality and support a busy food production line. Follow hygiene and health and safety procedures.

Monday–Friday, 16:00–00:00. Basic pay £13/hour. Transport from Norwich and Great Yarmouth at £2 return.

APPLY / FIND OUT MORE

https://uk.indeed.com/viewjob?jk=f6e4fc3ed2e940a8

School Cleaner
Diss area IP21 4NW

The Eight Group

£16.70/hour · Monday–Friday, 15:30–20:30

Clean classrooms, corridors, toilets and shared areas. Replenish supplies and use cleaning equipment safely.

Enhanced DBS required. Follow site procedures and report maintenance or safety concerns.

APPLY / FIND OUT MORE

https://uk.indeed.com/viewjob?jk=63a609a8a90a820c

Property Manager (Lettings)
Diss

The Online Letting Agents

Full-time · 37.5 hours · £27,300/year

Manage tenancies after move-in, arrange maintenance and inspections, handle notices and support end-of-tenancy deposit claims.

Customer service and IT skills required. Full training provided. Saturday working on a rota.

APPLY / FIND OUT MORE

https://uk.indeed.com/viewjob?jk=f96e390e89b8cecc

Jobs that are still available…

Sales Assistants

Sundays 9.45-4.15

QD

Harleston

Our store teams are made up of weekend, part-time and full-time Sales Assistants. Whether helping customers at the checkout, stocking our shelves or creating displays, everyone works together to create a great shopping experience.

We don’t expect our colleagues to be experts in everything, so we offer you the chance to work across all areas within your team, so you can see where you shine! And we offer flexibility in your shifts as we believe in a healthy work-life balance. If you’re friendly, polite, helpful and a great team player, we’d love to hear from you.

As a valued member of the team, you can expect benefits like employee discount, additional holiday days and full on the job training.

APPLY / FIND OUT MORE

https://www.qdgroup.co.uk/vacancies/?postcode=Ip20+9AB

Sales Assistants QD, Harleston

Part-time

11.45am to 2.45pm Monday to Friday 15 hours in total
OR

Saturdays 6 hours 11.15am to 5.45pm or 8.45am to 3.15pm.

Our store teams are made up of weekend, part-time and full-time Sales Assistants. Whether helping customers at the checkout, stocking our shelves or creating displays, everyone works together to create a great shopping experience.

We don't expect our colleagues to be experts in everything, so we offer you the chance to work across all areas within your team, so you can see where you shine! And we offer flexibility in your shifts as we believe in a healthy work-life balance. If you're friendly, polite, helpful and a great team player, we'd love to hear from you.

As a valued member of the team, you can expect benefits like employee discount, additional holiday days and full on the job training.

APPLY / FIND OUT MORE

https://www.qdgroup.co.uk/vacancies/?postcode=Ip20+9AB

Branch Manager
Diss

Treadfirst Limited

Full-time · Competitive salary + bonus

Manage the branch and workshop team, organise workloads and advise customers on tyres and wheel alignment. Oversee sales, quality and safety.

At least 4 years' automotive or fast-fit experience essential. Monday–Friday 08:00–17:30 plus Saturday mornings on a rota.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=1711db29481adf7b

Planning Team Leader
Bungay

Clays Ltd

Full-time · Competitive salary · 08:30–17:00

Lead the customer order planning team, organise workloads and prepare accurate production instructions. Support staff development and resolve operational issues.

Experience coordinating work and supporting colleagues required. Strong organisation and accuracy essential. Own transport preferable.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=3a5cf0512694da13

Student Support Administrator Halesworth

Suffolk New College

14 hours/week · 38 weeks/year · £8,291.92/year

Provide student advice and support alongside college administration. Help with enrolment, welfare and funding enquiries, working with staff and employers.

Related Level 2 qualification and GCSE Maths/English required. Travel between campuses expected. Closes 16 November 2026.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=98e783a6e26fce02

Front of House Staff
Pulham Market

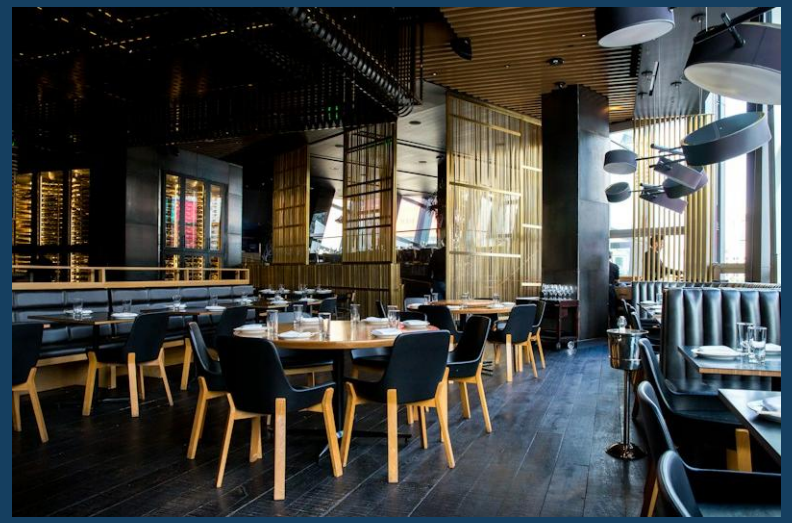
Crown Inn

Permanent · £13.00–£13.50/hour

Welcome guests and provide front of house service at a country pub. Help the team maintain standards and look after regular and visiting customers.

Enthusiasm for customer service essential. The advert says training is available. Confirm working hours and experience expectations with the employer.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=617d8acf3aa8e6ab

Medical Receptionist
Harleston

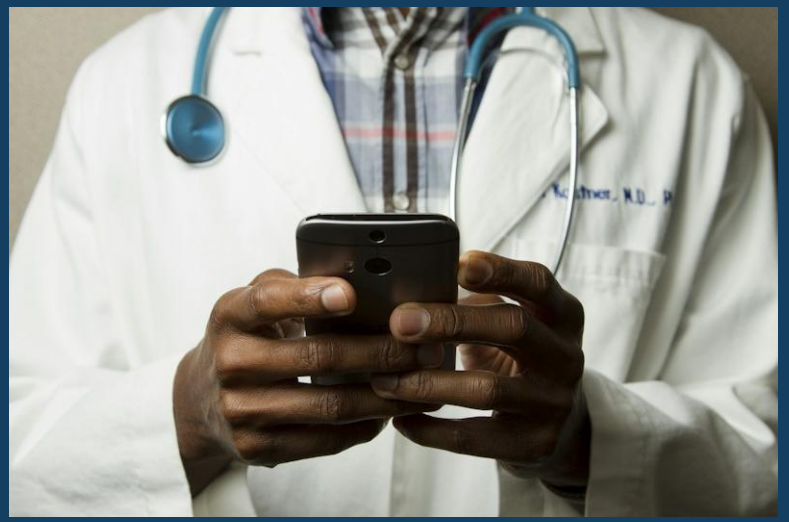
Harleston Medical Practice

Part-time · From £12.71/hour

Welcome patients, book appointments and handle telephone enquiries. Maintain accurate patient records and help with filing, scanning and administration.

Reception experience, IT skills and confidentiality required. Include an application letter with your CV. Confirm hours with the practice.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=a92b8fa3977f2720

Female PBS Practice Leader Harleston

Voyage Care

Permanent · 37.5 hours/week · £15.39/hour

Lead Positive Behaviour Support, coach colleagues and help teams deliver consistent, person-centred care alongside managers and practitioners.

Relevant learning disability, autism or mental health support experience and PBS knowledge required. DBS checks and references apply.

APPLY / FIND OUT MORE

https://www.jobtrain.co.uk/voyagecare/Job/JobDetail?JobId=16284

Care & Support Worker
Nights · Long Stratton

NorseCare · Harker House

35 hours per week · £14.06/hour + enhancements

Support residents with personal care, independence and wellbeing. Respond to call bells and emergencies, working closely with the care team.

New and experienced care workers welcome. Funded training available. Enhanced DBS required, paid by the employer.

APPLY / FIND OUT MORE



https://www.careers.norsegroup.co.uk/job/care-and-support-worker-nights-harker-house-6074640

Customer Care Advisor
Diss

Animed / CVS Group

Permanent · £12.71/hour · Full or part-time

Take calls in a busy contact centre and help customers resolve queries about orders and services.

Hybrid working may be available after training and once performance requirements are met.

APPLY / FIND OUT MORE



https://careers.cvsvets.com/jobs/customer-care-advisor-diss-norfolk-united-kingdom-d0562bed-5a35-4877-a11b-dfad7e1846fd

Teaching Assistant
Halesworth area

Bramfield House School / OFG

£22,160.62 a year - Term Time Only

Support pupils with additional needs in a specialist school.
Help teachers deliver activities and support learning.

An enhanced DBS check applies.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=a55fdbd9759eab91

Sales Support
Diss

Midwich

Closing date: 30 November 2026

Process sales orders, prepare reports and respond to customer enquiries by phone and email.

Customer service and administration experience required, with Outlook and Excel skills.

APPLY / FIND OUT MORE



https://store.midwich.com/jobs/detail/799

General Operative
Needham, near Harleston

Thrive Group

Temporary · £13.52/hour · Monday–Friday

Make and repair wooden pallets, inspect products and use hand tools indoors and outdoors.

Labouring and manual handling experience required. Shifts are 6am–2pm or 7am–3pm.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=b026b62c14e09e40

Video Content Producer
Diss

Midwich

Closing date: 30 November 2026

Plan, film and edit content for Midwich’s digital channels, from interviews to live productions.

Professional camera, lighting and audio skills needed, plus Premiere Pro and After Effects experience.

APPLY / FIND OUT MORE



https://store.midwich.com/jobs/detail/803

Toolmaker / CNC Machinist
Halesworth

Spectra Packaging

Full-time days · Competitive salary

Make and service tooling and provide engineering support to production teams.

At least two years' machining experience. Advertised closing date: 15 November 2026.

APPLY / FIND OUT MORE



https://www.spectra-packaging.co.uk/vacancies/toolmaker-cnc-machinist/

Kitchen Porter / Kitchen Hand
Bungay

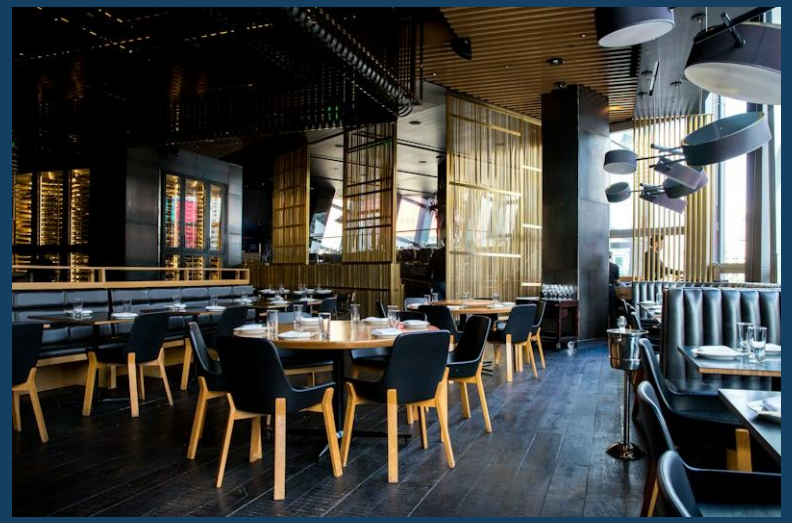
Source Bistro

Part-time · From £12.71/hour

Wash dishes and equipment, keep the kitchen clean and help chefs with basic preparation.

Applicants aged 16+. Lunchtime availability Wednesday to Sunday requested.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=ce85ce2ab2f9d6a2

Chef de Partie
Bungay

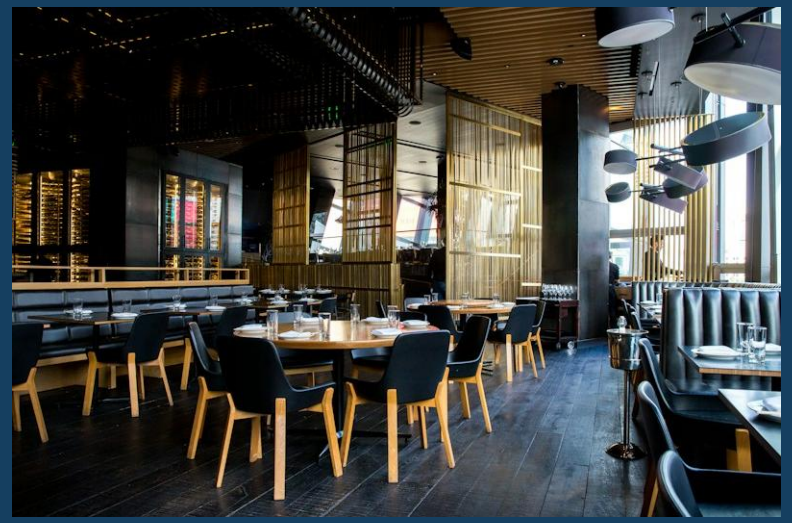
Source Bistro

£28,000–£33,000/year · Full or part-time

Prepare and cook dishes, maintain presentation and hygiene standards, and help manage kitchen stock.

Previous hospitality or restaurant experience is advantageous.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=34480b01a0d1d318

Bodyshop Paint Sprayer
Eye IP23 8AW

R H Bodyworks / Turbine Commercials

Full-time · £40,000–£50,000/year

Prepare, mask and paint vehicles. Match colours, polish finishes and carry out minor repairs.

Vehicle bodyshop experience required. Three years' experience is preferred.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=a78d5c4c5608ad2b

Kitchen and Bathroom Fitter
Swan Lane, NR15 2XP

Saffron Housing Trust

Full-time · £35,712.68–£37,844.78/year

Fit kitchens and bathrooms for a housing association. See the advert for the full duties and trade requirements.

Advertised closing date: 15 November 2026.

APPLY / FIND OUT MORE



https://saffronhousing.current-vacancies.com/Jobs/Advert/4367204?cid=1368&rsid=0&js=0&LinkType=1&FromSearch=False

Coffee Shop Assistant
Norwich NR15 1NS

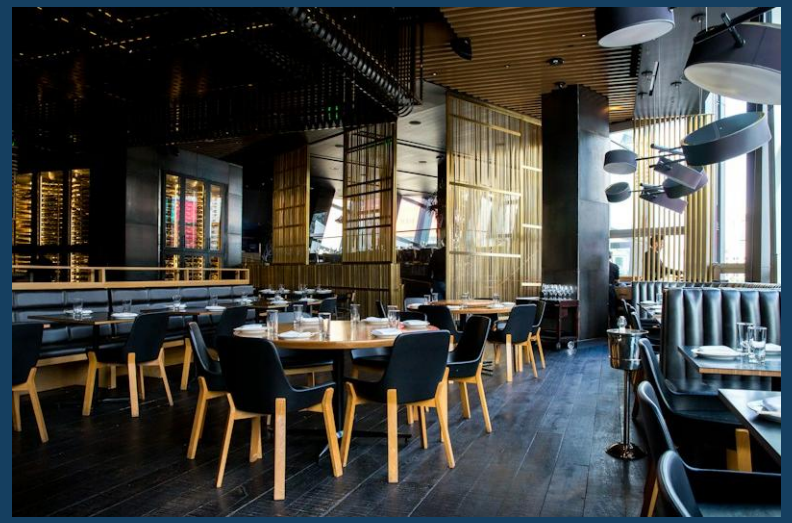
Foundry Plant Centre and Coffee Shop

£12.85–£13.00/hour

Take orders, operate the till, serve food and drinks, and keep tables and the café clean.

The advert asks for two years' catering and hospitality experience. Weekend availability needed.

APPLY / FIND OUT MORE



https://uk.indeed.com/viewjob?jk=6161a853d8da26d9

Health and Work Coach
Broadland and South Norfolk
36.5 hours per week

The Health and Work Coach is the main participant-facing role. You will build trusted relationships, complete holistic assessments, co-produce Personalised Care Plans, provide practical work and health coaching and coordinate additional support. With the participant's consent, you will work with employers on reasonable adjustments and stay-in-work or return-to-work plans.

This is a non-clinical role. Coaches work within agreed professional boundaries and escalate health risk, safeguarding concerns or clinical complexity through WorkWell's agreed pathways.



APPLY / FIND OUT MORE

https://ace-project.org.uk/vacancies-2/

WE'RE HIRING.



Production Operatives

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- Sales Managers

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Festival vacancies

Norfolk & Norwich Festival

Norwich

Various opportunities

Roles include Volunteers Coordinator, Production & Programme Assistant, Production & Events Trainee, and Connect & Create Administrator.

APPLY / FIND OUT MORE

https://nnfestival.org.uk/about-us/vacancies/



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

https://uk.indeed.com/viewjob?jk=784877afca39bc72



Senior Chef de Partie
Goodies Food Hall

Pulham Market

Goodies Farm Shop is seeking a passionate, skilled, and dependable **senior chef de partie** to join our growing kitchen team. This role is ideal for a culinary professional who values fresh, locally sourced ingredients and enjoys working in a fast paced Restaurant.
As Senior chef de partie you will work closely with the Head Chef to deliver high-quality, seasonal dishes that reflect the character and standards of our farm shop. You will play a key role in daily kitchen operations, food preparation, and maintaining exceptional standards of hygiene, consistency, and presentation.

APPLY / FIND OUT MORE

https://uk.indeed.com/viewjob?jk=3793013b78bdef8a

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

https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1004/job/25277

Customer Advisor
Diss

Lexham Insurance Group

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

https://talent.sage.hr/jobs/b5eba60f-0e2a-44ba-9634-2e99e694e006



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

https://uk.indeed.com/viewjob?jk=a8877e8f5526f91e



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

https://uk.indeed.com/viewjob?jk=9455133fe50b3fb9



Head Housekeeper

Greensleeves Care – De Lucy House

Diss

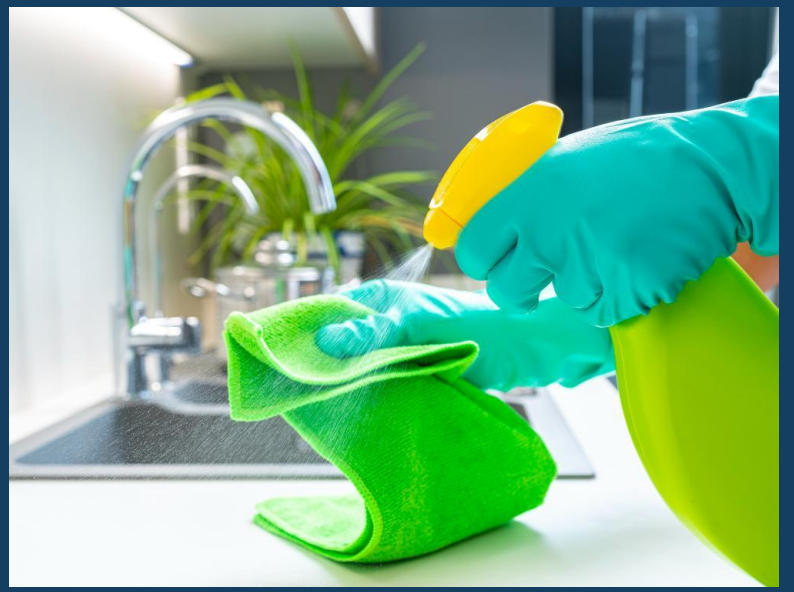
Part-time £13.70 per hour

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

https://uk.indeed.com/viewjob?jk=816aae44cc005135



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

https://uk.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

https://uk.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

https://uk.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

https://uk.indeed.com/viewjob?jk=1e5fb1f45beea789



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:
-Cooks

APPLY / FIND OUT MORE

https://www.qdgroup.co.uk/vacancies/?postcode=Ip20+9AB&radius=10



Cherry Lane

Pulham Market