

Telferscot Primary School

Lettings Assistant

Part time, 8.00am to 12:00pm Saturday and 11:15am to 3:45pm Sunday, 9.5 hours per week plus ad hoc lettings evenings and weekends, All Year Round

To start ASAP (negotiable)

NJC Inner London Scale 3 - £31,086 to £31,530 FTE Pro Rata

Join Our Outstanding TelferTeam!

Are you an enthusiastic, professional, and motivated individual? We are looking for someone just like you to join our wonderful TelferTeam!

About the Role: We are looking for a committed and practical Lettings Assistant to support the effective and safe operations of school lettings, ensuring that the school site is opened, prepared, maintained and secured for hirers. The role includes providing a welcoming presence, carrying out simple premises tasks and ensuring all users leave the premises as found. You will act as a key holder, opening and closing the site as required, carrying out security checks and responding to alarms when required. The postholder will be the point of contact for all hirers for the duration of the letting, escalating enquiries to the Premises Officer as required.

You will work closely with the School Business Manager and the Premises Officer and play an important role in creating a safe and welcoming environment for hirers, pupils and staff. The ideal candidate should be confident in communicating with a diverse range of hirers, have a working knowledge of health and safety and compliance requirements, and work effectively without direct supervision.

About Telferscot: Telferscot is a popular school in Lambeth, located between Balham and Streatham, with a strong sense of community. We are an oversubscribed, two-form entry school with a nursery, recently rated Outstanding in all areas in our February 2025 inspection. Our school is warm, welcoming and inclusive, and we work hard to ensure all our children reach their full potential. We pride ourselves on being an active school that offers numerous opportunities beyond the National Curriculum for children to develop their own interests and skills.

Our Commitment to Diversity: We value the diversity in our community and are committed to having a workforce that reflects this. The successful candidate will have a strong interest in social inequalities and their impact on education, think creatively and innovatively, be eager to learn new skills, and be committed to anti-racist practices and meaningful change. We strongly encourage applicants from racial and ethnic minority groups and those with lived experience of social disadvantage or injustice to apply.

Safeguarding: Telferscot Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant's appointment will be subject to satisfactory clearance by the Disclosure and Barring Service.

How to apply:

Visits to the school are encouraged and can be booked by contacting the school office on 020 8673 7362.

You can download and complete the application form by visiting our website: [Telferscot Primary School - Job Opportunities](https://www.telferscot.co.uk/job-opportunities)



Please send completed applications via email to Hannah Martin, School Business Manager - sbm@telferscot.co.uk. Please only submit your completed application form, we will not consider CV applications. **When writing about your experience in your personal statement, please ensure you cover all points in the person specification.** A tour of the school pre-application is strongly encouraged and can be arranged by contacting the school office.

The deadline for applications is **midday on Tuesday 8th September 2026.**
If shortlisted, you will be contacted by **4.30pm on Tuesday 8th September 2026.**

Interviews are scheduled to take place on **Wednesday 16th September 2026.**