



**INSPIRE, ENJOY, ACHIEVE**

April 2026

Dear Applicant,

**Caretaker / Premises Assistant**

Thank you for your interest in the above vacancy. We are looking to appoint a Caretaker/Premises Assistant to work 36 hours per week.

The Caretaker/Premises Assistant is part of the site team who provide support and assistance to pupils, parents, teaching, support staff and a variety of visitors to the school. We require someone with a welcoming positive attitude who will be able to engage with everyone and use their initiative to deal with the variety of queries the site team receive every day.

The school is part of the Bentley Wood Trust. The school has extensive school grounds and within the school, there are classes from Nursery to Year Six, three classes in each year group; except Year 6 and Year 4 where there are two. The classrooms are spacious, attractive and well-resourced and include a separate outdoor learning area for the Foundation Stage.

We do expect all members of staff to continue to develop professionally whilst working at Aylward and will support such development. The role and responsibility of the Caretaker/Premises Assistant is set out clearly in the attached job description and person specification. If you are interested in joining us at this exciting time then please complete the MyNewTerm application form. Candidates who are shortlisted for interview will be invited to look around the school and meet members of the team.

I look forward to receiving your application form. The closing date for applications is Tuesday 5<sup>th</sup> May 2026. Interviews will take place on during the week commencing 18<sup>th</sup> May 2026.

Yours sincerely,

Louise Kelly  
Headteacher



TEL : 020 8958 9202



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**Headteacher: Mrs L Kelly | Business Manager: Mrs M Tam**

Aylward Primary School is part of The Bentley Wood Trust, a company limited by guarantee (Company number 7693936 registered in England and Wales) that has its registered office at Bentley Wood High School, Bridges Road, Stanmore, Middlesex, HA7 3NA.