



**INSPIRE, ENJOY, ACHIEVE**

April 2026

Dear Applicant,

**Lettings Assistant  
As & When  
£15.24 per hour**

Thank you for showing an interest in our vacancy for a Lettings Assistant.

We have a successful lettings team and fantastic facilities at the school building and are receiving an increase in the number of requests for using the school for clubs and ad hoc lettings. We are therefore looking to recruit a number of Lettings Assistant to work on an “as and when” basis all year round as the school facilities will be available 52 weeks of the year. Experience of working in a school involved with lettings previously would be an advantage. A good standard of literacy and numeracy is essential.

The role and responsibility for this role are set out clearly in the attached job description. If you are interested in joining us at this exciting time, then please complete the application form and submit on the MyNewTerm portal as soon as possible.

I look forward to receiving your application.

Yours sincerely,

Louise Kelly  
Headteacher



TEL : 020 8958 9202



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Email: [office@aylward.harrow.sch.uk](mailto:office@aylward.harrow.sch.uk)



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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.