

Primary School Lettings Assistant Job Advert

Location: Queens' Federation which includes Queen Emma Primary School, Gunhild Way , Cambridge, CB1 8QY and Queen Edith Primary School Godwin Way CB1 8QP.

Salary: NJC Pay Range Grade 2 £25,185 - £25,58 FTE. (Pending April 2026 Pay Award).

Weekend hours worked in this post will be paid enhanced rates for non-standard working hours. Further information on these can be found on the Cambridgeshire County Council Non-Standard Working Rates and Overtime Policy.

Contract: Permanent, 52 weeks a year with paid annual leave

- **Hours:** The hours for this post are variable based on the lettings booked each week. However, the minimum number of hours paid each week will be six hours paid at the full-on site rate and 15 Hours paid at an 'On Call' rate. If you are called back to the school pay is paid at the full on site rate.

This equates to a weekly gross pay of circa £128 per week including payment for every other weekend at the enhanced rate. The weekday hourly rate is £13.05 per hour for the onsite rate. The 'On Call' hourly weekday rate is 33% of this at £4.30 an hour.

If you are interested in this post and require the schedule of the current hours required, please email recruitmnet@queensfederation.cambs.sch.uk to request this.

Monday to Friday: Based at Queen Emma Primary School plus cover at Queen Edith Primary School for lettings for 6 weeks each year.

- The working hours for this role vary depending on weekly lettings. You will be required to attend when a client arrives, with a minimum payment of 30 minutes per letting. At the end of each letting, you must return to clean the room(s) and any facilities used, in line with the agreed lettings arrangements.
- During lettings, you will need to remain 'on call' and be available to return to the school immediately if required. An additional 'on call' payment is provided for this period.

Saturday and Sunday: *Every other weekend*, covering both Queen Emma and Queen Edith Primary Schools.

- Duties include opening and closing the school at the start and end of each letting, as well as cleaning any rooms or facilities used.
- During lettings, you will need to remain 'on call' and be available to return to the school immediately if required. An additional 'on call' payment is provided for this period.

To apply for this role you must live within 3 miles of the school site and have access to a car.

Required to start in September 2026

Closing Date for applications: Wednesday 15th July 2026.

The Queen Emma School is also currently advertising a position for a School Caretaker. The school will consider suitable candidates for a job share arrangement across both roles.

The Queen's Federation are seeking to appoint a reliable and committed individual to facilitate our programme of lettings throughout the year. The successful candidate will be responsible for managing the letting on the booked day; opening and closing the school at the agreed time, setting the room up as agreed with the client, and cleaning the room and used facilities at the end of the booking.

Previous experience in a school environment would be desirable, although this is not essential. There may also be opportunities for overtime from time to time, depending on the needs of the school, planned events, and the time of year.

We are looking for a Lettings Assistant who is:

- Committed to keeping our school safe, clean and welcoming to our clients who have booked our school for their event
- Flexible and adaptable to the changing needs of this post
- Reliable, trustworthy and able to work independently using their own initiative
- Understanding of the importance of health and safety within a school environment
- A good communicator with effective interpersonal skills
- Ability to build positive relationships with clients and school staff
- Committed to safeguarding and promoting the welfare of children
- Able to undertake relevant training and development opportunities

We offer

- Access to IT
- A positive and creative working environment
- Access to wellbeing services

For further information please contact the School Business Manager. Visits to the school are warmly welcomed and positively encouraged giving you the opportunity to see the school and the rooms we let out and to see for yourself the positive and happy environment you will be working in.

Please contact the School Business Manager on 01223 714300 or by email on finance@queensfederation.cambs.sch.uk to arrange this.

Closing Date for applications: Wednesday 15th July 2026.

Interviews: TBC

Commitment to safeguarding

We are Equal Opportunities and Safer Recruitment employer. At our school, the health and safety and wellbeing of every child are our paramount concern. When appointing new members of staff, they will be required to:

- Submit a completed application form
- Be required to undergo a full enhanced DBS check and must be eligible to work in the UK.
- Be subjected to a professional checks, for example Prohibition and Disqualification
- Provide at least 2 references, one of which must be their last employer
- Attend a rigorous interview where questions will be used to ascertain understanding and attitude to Safeguarding

When undertaking employment checks, we will undertake online searches of shortlisted candidates.

Further information about the job

Visas cannot be sponsored.

Applying for the job

Please complete the electronic application school which you will find on the school website.

AI is not used in any part of the shortlisting or selection process.

CVs will not be accepted for application.