



The Totteridge Academy
The best in everyone™
Part of United Learning

Candidate Briefing Pack

Job title: Site & Lettings Assistant

Closing date: 13 March 2026



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Welcome from our Principal/Headteacher

Dear candidate,

Thank you very much for your interest in joining The Totteridge Academy. I am delighted to introduce you to our academy, and I hope that this application pack provides you with an overview.

The Totteridge Academy (TTA) is a fantastic secondary school in North London and is continuing to grow and develop with over 1000 students currently on roll. The school provides a high-quality education in a safe, caring, and focused environment teaching skills and knowledge, enabling students to become responsible, well-rounded citizens, equipped with the tools to make effective choices for their futures. The school philosophy of kaizen (continuous improvement) enables students and staff to always aim high so that every individual can attain their best. Improving through practice; calm, focused classrooms led by knowledgeable, passionate teachers

Our school is part of United Learning, which means our teachers benefit from the best pay in the sector, three extra INSET days protected for your own planning, guaranteed paid personal days, great training for your career, and more.

If you are aligned with our mission and values, we very much look forward to hearing from you.

Good luck with your application and thank you again for considering The Totteridge Academy for the next stage in your career. If you have any questions regarding this role, please contact Jo Wiles on joanne.wiles@tta.org.uk

Best wishes,

Chris Fairbairn

Principal

The Totteridge Academy



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Job Description

Job title: Site & Lettings Assistant

Location: The Totteridge Academy

Contract type: Part time/ Permanent

Responsible to: Site Manager

The Role

We are looking for a reliable and flexible Site Assistant to join our team on a part-time basis.

Hours:

- 3 days per week (22.5 hours per week)
- Includes one weekend day
- Exact days and hours to be agreed through discussion

Salary and benefits:

- FTE £31,992 / Actual Salary £19,195.20
- 52 week, all year-round contract
- 26 days annual leave (pro rata)
- 1 Personal Leave Day each year

About the role:

The Site Assistant will support the day-to-day running of the site, helping to ensure operations run smoothly and safely. Duties will vary, and flexibility is essential.

As the first point of contact for groups and individuals using our facilities, you will build positive and professional relationships quickly. Previous experience in a school environment is desirable, but a proactive, approachable attitude and a commitment to excellent customer service are essential.

Professionalism in manner, conduct, and appearance is key. A positive, 'can-do' approach and strong interpersonal skills will support the School Business Manager and Site Manager in delivering an effective out-of-hours booking service.

The successful candidate will be adaptable and able to respond to changing priorities and routines. Flexibility is central to supporting the needs of the school.

Internal progression is actively encouraged, offering genuine opportunities to develop your career.



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Key Responsibilities

- Responsible for security of the premises together with the contents.
- To liaise with the current and perspective hirers to assess requirements and maintain positive letting relationships.
- Opening and closing of the Academy in the morning and evenings and at other times by arrangement with the Site Manager or School Business Manager.
- To follow the correct closing down procedure for the Academy by ensuring that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off, and all security alarms are set and working correctly.
- Carry out routine maintenance and minor repair tasks as directed and with minimal supervision.
- Report any defects in the building or surrounds to the Site Manager.
- Monitor contractors and visitors onsite to ensure the security of the buildings and contents.
- Store, move and set out furniture and equipment e.g. for exams, evening and weekend events etc.
- Act as a key holder for the Academy and participate in on call rota.
- Unlock, lock rooms and buildings and supervise lettings as delegated by the Site Manager or School Business Manager.
- To ensure the Academy is kept clean and tidy and conducive to learning eg litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets are checked daily for fresh supply of disposables etc.
- To support the provision of portering and furniture moving service as required in order that the Academy's activities can proceed and that the entrance/Reception is always clear and welcoming.

Please note we reserve the right to close any vacancies from further applications when we have received a minimum amount of applications from which to make a shortlist. Please ensure you apply without delay if you wish to be considered for this role.



Person Specification

Education and Qualifications

	Essential	Desirable
Minimum GCSE/ Equivalent qualifications	Y	
A willingness to undertake CPD relevant to the role		Y

Experience

Previous school experience desirable but not essential		Y
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Skills and Knowledge

Knowledge of school's behaviour and management policy and procedures	Y	
Knowledge of school's fire and emergency procedures	Y	
Knowledge of Child Safeguarding procedures	Y	
Experience in applying general health and safety principles	Y	

Teamwork

Treats others fairly, openly and consistently	Y	
Supports and cooperates with colleagues	Y	

Personal Attributes and Abilities

Maintains confidentiality and discretion	Y	
Ability to manage processes that are regulated externally and internally	Y	
Good written and verbal communication skills	Y	
High expectations of self/ self motivated	Y	
The ability to establish effective working relationships with individuals, groups and organisations	Y	



A commitment to supporting the school's aims, vision and ethos	Y	
Able and willing to train for and carry out first aid	Y	

Other

Commitment to Equal Opportunities	Y	
Enhance DBS Check	Y	
Right to work in the UK	Y	



How to Apply

To join our dedicated and talented team, click apply here.

The closing date for this post is Sunday 22 February 2026.

https://ce0374li.webitrent.com/ce0374li_webrecruitment/wrd/run/ETREC179GF.open?WV ID=2322409C2D&VACANCY_ID=527639MdRy

For more information about this role, please contact:

Name / title: Jo Wiles, HR Manager

Telephone number: 02084459205

Email address: joanne.wiles@tta.org.uk



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Rewards and Benefits

Our pledge, to all our academy teachers, is that by working for us you will benefit from **more pay, more time, and more support**. For more information, visit www.unitedlearning.org.uk/careers/rewards-and-benefits

More pay...	more time...	and more support
<ul style="list-style-type: none"> We pay an average of 5% above national scales – the best rates of pay in the sector Cash towards medical treatment Generous staff discount scheme 	<ul style="list-style-type: none"> Three extra INSET days for planning At least one personal day a year 	<ul style="list-style-type: none"> Great training for your career Exceptional curriculum resources Expert subject advice Support for your wellbeing

Flexible Working

We value the dedication, professionalism and hard work of our teachers, support staff and school leaders, and strongly believe that everyone should be able to do their job without sacrificing a family life or compromising their well-being. We are committed to encouraging and enabling flexible working opportunities throughout our schools wherever possible and will support employees seeking to work more flexibly.

Important information

United Learning is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check. We also kindly request permission to seek references ahead of the interview process.



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About United Learning

United Learning is a Group of schools which aims to provide excellent education to children and young people across the country. We seek to improve the life chances of all the children and young people we serve and make it our mission to bring out ‘the best in everyone’ – pupils, staff, parents and the wider community. We uniquely comprise schools in both the state and independent sectors.

As a Group, we can offer more to both staff and young people than any single school could offer alone. The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences.

We believe that our Group contains the most developed relationships and practical interaction between independent and state schools in the country, creating benefits for all the schools involved.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies.

To find out more about United Learning, please visit the website www.unitedlearning.org.uk.



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