The LETTA Trust

c/o Bygrove Primary School, Bygrove St, Poplar, London, E14 6DN

To start in as soon as possible, we are looking for a

HR Assistant

Scale 4, £25,412.55 - £26,586.76 pro rata

Term time only, 1 year fixed term contract

The role is initially a fixed term contract but could become permanent.

At the LETTA Trust we believe that a high quality education has the power to combat social inequality and to change lives. Our pupils are at the heart of everything we do. They are happy, friendly and well-behaved and they love learning.

We are a growing multi-academy trust, currently with 2 primary schools located in the East End of London. Our dedicated staff team is the key to success; building strong relationships, working together and looking after each other are important. The HR team plays a crucial part in recruiting, retaining and developing our people.

Are you committed to **excellence** for the children in the Trust?

Do you have great **interpersonal skills** and the ability to build strong **relationships**?

Do you seek to **improve your own practice**?

Do you have a **positive attitude** and a **sense of humour**?

Are you a **solution finder** who can act on your **own initiative**?

Yes? Then your future is with the LETTA Trust!

The successful candidate will be part of the Trust's central services team.

To discuss the post please contact Shelema Begum via email: hr@letta.org.uk
Completed application forms should be sent to: hr@letta.org.uk

For an application pack visit: https://www.letta.org.uk/vacancies/

Closing date: Monday 25th March 2024, midday
Interviews: TBC

We are an inclusive employer and strive for equity in the workplace. We welcome your application whatever your ethnic background, gender, ability, sexuality, religion or age.

The LETTA Trust is committed to safeguarding children and young people. All post holders are subject to satisfactory enhanced DBS checks.