

The LETTA Trust

Administrative Assistant (Apprentice) to the School Improvement Team

Second Floor, St. Paul's Way Community Centre, 83 St Paul's Way, London E3 4AJ

Salary and remuneration: NMW + funded apprenticeship qualification

35 hours per week (term time only), plus two weeks

Fixed term 18 to 21 months (for the duration of the apprenticeship)

About The LETTA Trust School Improvement Team

At the LETTA Trust we believe that a high-quality education has the power to combat social inequality and to change lives. Our School Improvement Team trains over sixty new teachers and seventy apprentices each year, and our excellent retention rates ensure great educators are making a big, long-term difference in local schools.

Our provision has been graded Outstanding by Ofsted. We have been a provider of Initial Teacher Training for over 10 years and have strong and long-standing relationships with local partners. We work with a diverse range of settings for primary and secondary placements: mainstream, multi-academy trusts, free schools, SEND, nursery and faith schools, and have strong partnerships with local and national organisations. Our dedicated staff team is the key to our success; building strong relationships, working together, and looking after each other are important.

About the Role

- Are you looking to undertake an apprenticeship qualification in Business Administration?
- Are you committed to excellence for the schools and children in East London and beyond?
- Do you want to be a part of shaping teaching into the future?
- Do you enjoy autonomy and seek to improve your own practice?
- Yes? Then your future is with The LETTA Trust.

The successful candidate will be part of the Trust's School Improvement Team, providing administrative support. This post offers the opportunity to develop your own expertise and administrative skills through a Level 3 Business Administrator qualification and regular 1:1 development meetings with the Finance and Administrative Manager, focusing on personal reflection, coaching & problem-solving.

We are looking for a motivated, detail-oriented individual with a positive attitude and a willingness to learn. This role offers excellent training, professional development, and the chance to make a meaningful contribution to a mission-driven organisation.

To discuss the post please contact the team via email: train@letta.org.uk
Completed applications should be sent to: train@letta.org.uk

For an application pack visit: <https://letta.org.uk/join-us/#Vacancies>

Closing date: Friday 31st October

Interviews: November (date 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.