



Columbia Primary School

49-53 Columbia Rd, London E2 7RG



We are looking for an Apprentice Administrative Assistant

(Fixed term 18-month apprenticeship)

35 hours per week from £8.24 per hour (pro-rata term time only plus two weeks paid study leave and five training days)

About us

Columbia Primary School is a LETTA Trust school. Columbia is a two form entry, community primary school in the London Borough of Tower Hamlets. We admit boys and girls from the ages 3 – 11. Our intake of pupils is diverse, reflecting the multi ethnic community served by the school. Many of our children have English as their second language. This diversity provides a rich context for the school's ethos of inclusion and there is a strong emphasis on respect for every individual member. There is also a strong emphasis on creativity at Columbia: both creativity of thinking, throughout all teaching and learning, and also in the creative arts.

This is what we are looking for:

- o A person to represent Columbia Primary School with warmth, good humour & a smile
- o An exceptional administrative assistant with a passion for learning and the ability to develop others
- o A team player
- o Excellent interpersonal skills
- o A positive attitude and a sense of humour
- o Someone keen to improve their own practice

This is what we offer you:

- o Regular 1:1s with your line manager focusing on personal reflection, coaching and mentoring
- o A range of professional development opportunities
- o Opportunities for career progression across schools in the LETTA Trust
- o Apprentice Pay ranges in line with the best in the borough

How to apply:

- To request an application pack or ask any questions about the role, please contact:
CPSrecruitment@letta.org.uk
- When you have completed your application, please send it to CPSrecruitment@letta.org.uk

Closing date for applications: Friday 13th February

Interviews: Wednesday 25th February

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

We ensure fairness & equal opportunities throughout our staff team & welcome applications from suitably skilled candidates regardless of ethnicity, gender, disability, sexuality, religion or age.