



The LETTA Trust

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

Administrative Assistant

Contract Type

Permanent

Salary

Scale 3

Working Arrangements

35 hours per week, term time plus two-weeks

Responsible to:

Finance and Administration Manager

Closing date: Monday 31st August 2026, Midday

Interview date: Monday 7th September 2026

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 50 new teachers and 100 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 14 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.

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 a vital part of the Trust's School Improvement Team, taking on a crucial operational and supervisory role. You will oversee data integrity across our systems, ensure strict compliance with Apprenticeship Funding Rules and ITT criteria and work closely with our Finance and Administration Manager to secure the Trust's financial stability. Additionally, you will line manage and delegate foundational tasks to our Administrative Assistants (Apprentice). This post offers the opportunity to autonomously manage competing priorities and develop your own expertise through continued professional learning and regular 1:1 development meetings, focusing on personal reflection, coaching & problem-solving.

Please visit our website to find out more about the work that we do: train.letta.org.uk

How to Apply

For an application pack and a job description please visit our website <https://train.letta.org.uk/vacancies/>

On completion of your application please email to Ben Sperring via bsperring@letta.org.uk