



# Stebon Primary School

Stebon Street, Poplar, London, E14 7AD



Our pupils are looking for someone, *"who is kind and helpful and has a smile on their face."*

## Administrative Officer

(1 permanent position)

35 hours per week, Scale 5 £31,716 - £33,204, Full time equivalent (pro-rata term time plus 10 days only)  
To start from September 2024

### About us

Stebon Primary School is a LETTA Trust school. We are a 3FE school serving a multicultural, predominantly Bangladeshi community near Canary Wharf in the East End of London. Our pupils are at the heart of everything we do. They are happy, friendly, well-behaved and they love learning. We have a dedicated staff team who understand that success is built on strong relationships. We work hard together at doing the right things but we have a lot of fun doing it.

### This is what we are looking for:

- Someone with a positive attitude and a sense of humour
- Someone who enjoys working in a busy school office and working as part of a team
- Someone who is an effective communicator and confident using a computer
- Someone who is resilient, confident in decision making, able to work under pressure and has an eye for detail
- Someone who is keen to learn and develop their skills

### This is what we offer you:

- Regular 1:1s with your line manager, focusing on personal reflection, coaching and mentoring
- A range of training opportunities
- Opportunities for career progression across schools.
- Conditions and pay in line with the best in the borough

### How to apply:

- Online application pack is available on link – <https://www.stebon.org.uk/Contact-Us/Vacancies/>
- To discuss the post or organise a visit contact Sadia Khatun (Apprentice PA to the Headteacher, Stebon) on 020 7987 4237 or [sadiakhatun@letta.org.uk](mailto:sadiakhatun@letta.org.uk)
- Please send completed applications to : [admin@stebon.org.uk](mailto:admin@stebon.org.uk)

**Closing date for applications:** Mon 8th July 2024, 12pm

**Interviews:** Week commencing Mon 15th July 2024

***\*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.