



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

Bygrove Primary School

Apprentice Administrative Assistant and Personal Assistant

£7.69 - £11.44 per hour, 18 months, term time only

About us:

Bygrove is an outstanding one-form entry school situated a stone's throw from Canary Wharf in the heart of London's vibrant Docklands. Our pupils are at the heart of everything we do. They are happy, friendly & well-behaved & they love learning. Everyone here feels like they belong and it's this that gives us the platform to succeed. Bygrove is one of two primary schools in The LETTA Trust, a multi-academy trust, and SCITT. Together we run a highly successful initial teacher training programme graded outstanding by Ofsted in 2024. We are also an accredited apprenticeship provider, presently training 22 teaching assistant apprentices and 33 team leader apprentices.

This is what we are looking for:

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

This is what we offer you:

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

How to apply:

- Download an application pack from our website
<https://www.bygrove.org.uk/Contact-Us/Vacancies/>
 - To discuss the post or organise a visit contact Emily Mangiza (Office Manager) on 020 7538 4925
 - **Closing date for applications:** Wednesday 3rd July 12 noon (Email completed applications to admin@bygrove.org.uk)
- Interview date:** Monday 8th July

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.