

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



Hermitage Primary School

Vaughan Way, Wapping, London E1W 2PT

Administrative Assistant



Term time only, 35 hours per week, Scale 3 point 5 – 6 £31,086 to £31,530

To start as soon as possible

About us

Hermitage Primary School is a LETTA Trust school. Hermitage is a one-and-a-half form entry primary school located next to the River Thames, in the historic area of Wapping. We are a short walk from the Tower of London; Tower Bridge and St Katharine's Docks and we work hard to ensure that our pupils make the most of this amazing location! This September we are opening a brand new unit providing bespoke provision for children with Autism Spectrum Condition (ASC). We are seeking new staff members to join this exciting team.

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

How to apply:

- Online application pack is available on link - <https://www.hermitage.towerhamlets.sch.uk/Contact/Vacancies/>
- To discuss the post or organise a visit contact Tanya Matin (Office Manager) on 0207 702 1037 or tmatin@letta.org.uk
- Completed applications should be sent to admin@hermitage.towerhamlets.sch.uk

Closing date for applications: Friday 7th May 2026

Interviews: Friday 15th May

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.