



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](mailto: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.