



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



Bygrove Primary School

Bygrove Street, Poplar, London, E14 6DN

We are looking for an Apprentice Administrative Assistant and Personal Assistant to Headteacher

(Fixed term 18-month apprenticeship)

35 hours per week from £8.24 per hour (pro-rata term time only plus two weeks paid study leave and five training days)

About us

Bygrove Primary School is an outstanding one-form entry primary school serving a multicultural 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 & they love learning. They achieve results in all subjects that are well above the national average. We have dedicated staff teams who understand that success is built on strong relationships. So how do we do it? We work hard together at doing the right things but we have a lot of fun doing it. Aiming high is our motto & the sky's the limit!

This is what we are looking for:

- A person to represent Bygrove with warmth, good humour & a smile
- An exceptional administrative assistant with a passion for learning and the ability to develop others
- A team player
- Someone with a sharp eye for detail who is excited to learn our MIS, maintain high-quality data and help us turn that information into useful reports
- 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:

- Online application pack is available on link - www.bygrove.org.uk/vacancies
- School visits are highly encouraged. To discuss the post or organise a visit contact Emily Mangiza (Office Manager) on 020 7538 4925 or admin@bygrove.org.uk
- Completed applications should be sent to admin@bygrove.org.uk

Closing date for applications: 12 noon on Friday 20th February 2026
Interviews: Monday 2nd March 2026

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.