

The LETTA Trust

HR Apprentice



Start date: 1st September 2026

Salary: £8.24 per hour, national minimum wage after 12 months

35 hours per week (term time only), Plus two weeks paid study leave & five training days, Fixed term 18 months

About The LETTA Trust

The LETTA Trust is a dynamic and growing multi-academy trust committed to combating social inequality and changing lives by providing an excellent education for all our learners. With a focus on collaboration, innovation, and continuous improvement, we strive to create a supportive and inspiring environment where everyone can succeed.

About the Role

We are pleased to offer an exciting opportunity for a HR Apprentice to join our central team. This entry-level position is ideal for someone looking to launch a career in HR within the education sector.

Under the mentorship of experienced HR professionals, you will gain hands-on experience in areas such as HR administration, filing and reporting.

We are looking for a motivated, detail-oriented individual with a positive attitude and a willingness to learn. This role offers excellent training, professional development, and the chance to make a meaningful contribution to a mission-driven organisation.

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

To discuss the post please contact Shelema Begum via email hr@letta.org.uk Completed applications should be sent to: hr@letta.org.uk

For an application pack visit: <https://letta.org.uk/vacancies/>

Closing date: Friday 3rd July 2026 12pm Midday

Interviews: (tbc) To be confirmed

We are an inclusive employer and strive for equity in the workplace. We welcome your application whatever your ethnic background, gender, ability, sexuality, religion or age.

The LETTA Trust is committed to safeguarding children and young people. All post holders are subject to satisfactory enhanced DBS checks.