



Stebon Primary School

Stebon Street, Poplar, London, E14 7AD

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

Apprentice Admin L3 (Inclusion and attendance)

September 1st Start

35 hours per week, term time only, £8,24 per hour, Fixed term contract 18 months.

About us

Stebon Primary School is a LETTA Trust school. We are a 3FE school serving a multicultural, predominantly Bangladeshi 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 and they love learning. We have a dedicated staff team who understand that success is built on strong relationships. We work hard together at doing the right things but we have a lot of fun doing it.

This is what we are looking for:

- A person to represent the Stebon 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
- 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:

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- Please visit <https://stebon.org.uk/vacancies/> to download an application pack.
- To discuss the post or organise a visit contact Sadia Khatun (PA to Headteacher) on 020 7987 4237 or sadiakhatun@letta.org.uk
- Please send completed applications to: admin@stebon.org.uk

Closing date for applications: Monday 15 June 2026, 12pm

Interviews: TBC week commencing Monday 22 June 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.