



Venerable Bede Church of England Academy

Dayspring Trust



Tunstall Bank, Sunderland, SR2 0SX

Telephone: 0191 523 9745

Email: venerable.bede@venerablebede.co.uk Website: www.venerablebede.co.uk

Headteacher: Mr D Airey (BSc Hons)

Executive Headteacher: Mrs G A Booth (BA Hons/M.Ed.)

DAI/TCG

October 2022

Dear Applicant

Office Manager - Salary £22,571 - £24,920 FTE – Pay Award Pending

(Actual Salary £20,056 - £22,143 [less than 5 years' continuous service]

£20,497 - £22,621 [more than 5 years' continuous service]

Term Time Only plus 15 additional days (41 weeks)

Thank you for expressing an interest in the above post at the Venerable Bede Church of England Academy, I trust that the information supplied will encourage you to apply.

Enclosed with this letter is:

- An application form
- The job description listing the main duties of the post
- The person specification for the post

This is an exciting post. Dayspring Trust is a strong Multi-Academy Trust with two secondary schools in Sunderland and Stockton. We are currently in discussions for growth with Northern Lights Learning Trust, who share our core values. This role will be based at Venerable Bede CE Academy.

Our fundamental aim is to equip our pupils with the qualifications and skills which they will need to take their place in a modern British society. We want all of our pupils to reach their full potential. For each of our pupils we hope that with the guidance and support of their families and teachers, each of them will be able to develop their individual talents and fulfil their lifelong goals. As educators it is our goal to enable all pupils to thrive, instilling in them a thirst for knowledge, and enabling them to understand how they play their part in unlocking their potential.

In our recent OFSTED inspection (November 2021) we were again confirmed to remain a GOOD school. We are keen to appoint an enthusiastic, passionate practitioner to join us on our journey to 'Outstanding'. We are fully committed to our comprehensive staff development programme which has a key focus on Teaching and Learning.



Working closely with the Trust Executive Operations Manager and SLT Link at the school; the Office Manager will be the first point of contact for all administrative functions at Venerable Bede CE Academy. The postholder will be responsible for the coordination and management of administrative staff, delegation of relevant activities and ensure support for the wider school to meet our educational vision.

If you feel that you have drive, determination and the will to make a difference to the lives of our pupils and their families, we would encourage you to apply. The closing date for applications is **Friday 18 November 2022 at 12 noon**. Interviews will be held **week beginning 21 November 2022**.

Completed application forms are to be returned to Tracy Gray, PA to Headteacher
vacancies@venerablebede.co.uk

Yours faithfully



Headteacher



AN OUTSTANDING
ANGLICAN SCHOOL

