



# Venerable Bede Church of England Academy

## Dayspring Trust



Tunstall Bank, Sunderland, SR2 0SX

Telephone: 0191 523 9745 Fax: 0191 523 9775

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

### **Admin Assistant/Receptionist - Salary £18,887- £19264 – Pay Award Pending**

**Actual Salary – £16,619 - £16,951 (less than 5 years' continuous service)**

**£16,989 - £17,328 (more than 5 years' continuous service)**

**Term Time Only plus 13 additional days (including INSET)**

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.

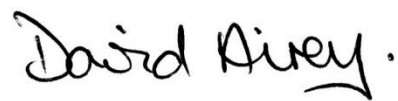


Working under the direction of the Office Manager, you will carry out vital administrative functions at Venerable Bede CE Academy. The post holder will be responsible for providing an effective and efficient service to the wider school in order to meet our educational vision.

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 **Thursday 17 November 2022 at 4pm** . Interviews will be held **week beginning Monday 21 November 2022**

Completed application forms are to be returned to Tracy Gray, PA to Headteacher [vacancies@venerablebede.co.uk](mailto:vacancies@venerablebede.co.uk). I look forward to receiving your application.

Yours faithfully



**Headteacher**



AN OUTSTANDING  
ANGLICAN SCHOOL

