



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

November 2022

Dear Applicant

Data Administrator

Permanent - To start as soon as possible - £26,845 - £28,271 FTE
37 hours per week – term time only plus 10 additional days (40 weeks)

Actual salary of £23,272 - £24,595 less than 5 years continuous service
£23,787 - £25,139 more than 5 years continuous service

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.

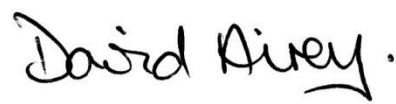


We are looking for a hardworking and skilled professional to support school in managing our data systems and the use of data to inform pupil learning and progress. The successful candidate will be able to oversee, support and develop the use of data across the school and provide strategic and operational management of the school's Information Management System (SIMS), and data handling processes.

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 8 December 2022**. Interviews date to be confirmed.

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

Yours faithfully



Headteacher



AN OUTSTANDING
ANGLICAN SCHOOL

