



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.)

LOL/TCG

June 2020

Dear Applicant

Administration and Business Support Manager
37 hours per week – all year round
Salary range £27,905 - £29,636

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

The closing date for applications is **4pm on Friday 19 June 2020**. Interview date to be confirmed.

Completed application forms are to be returned to me at the school. Emailed applications to tracy.gray@venerablebede.co.uk I look forward to receiving your application.

Yours faithfully



Executive Business Manager

