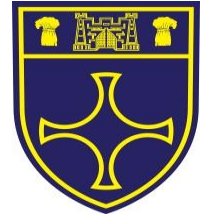




VENERABLE BEDE CE ACADEMY



Part of Dayspring Multi Academy Trust.

The directors wish to appoint to the following key role as soon as possible:

Personal Assistant (PA) To Executive Headteacher

Salary: £22,531 - £23,442 for 37 hours per week term time only plus 10 days

(Number of additional days may be negotiable)

We are seeking the right person for this crucial role to support the Executive Headteacher. Based at Venerable Bede CE Academy in Sunderland, you will be required to undertake diary keeping, presentations, minutes, attend high profile meetings (both internal and external) and work closely with senior staff. In addition, you should have excellent administrative, typing and communication skills, be flexible and highly organised.

You can expect a role with variety and the chance to show creativity and commitment.

Please see website for more details – www.venerablebede.co.uk

Email: vacancies@venerablebede.co.uk

Tel: 0191 5239745

Closing date: By 4 pm Monday 12 April 2021

Shortlisting to take place week commencing 12 April 2021

Interviews to be held week commencing 19 April 2021

For an informal discussion about this role, please contact Mrs L. O'Leary (Executive Business Manager)