



DAYSPRING TRUST

Premises and Office Manager - Salary £ 29,174 - £31,895 All Year Round

Dayspring Trust is a Multi Academy Trust in the north east of England currently comprising of two over-subscribed academies: Ian Ramsey CE Academy in Stockton and Venerable Bede CE Academy in Sunderland. The Directors of the Trust are seeking a highly organised, motivated and experienced professional to manage the academy's support services functions.

Based at Venerable Bede CE Academy you will be responsible for the oversight and strategic lead of the day to day running of the premises, grounds and operation of the academy. Day to day management and directional lead of the senior site supervisor and admin team, including delegation of relevant duties to facilitate an effective and efficient business service.

The successful candidate should hold the Certificate in School Business Management (CSBM), or be willing to work towards this, plus English and Maths GCSE grade C or above. Equivalent qualifications in a relevant discipline may also be considered. You should also have previous experience of working within a busy school office and have proven line management, communication and interpersonal skills.

High expectations of yourself and your team, enthusiasm and a shared commitment to continual improvement are essential.

For an informal discussion about the role, please contact Lisa Cockburn, Trust Operations Manager on 0191 5239745 ext. 1134.

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

Email: tracy.gray@venerablebede.co.uk

Tel: 0191 5239745 ext. 1174

Closing date: Friday 25 March 2022 Interview Date: To be confirmed