



VENERABLE BEDE CE ACADEMY



Part of the Dayspring Multi Academy Trust.

The directors wish to appoint to the following roles as soon as possible:

Administrative Assistant/Receptionist

37 hours per week term time only (38 weeks) plus 13 additional days

£18,333 - £18,516 full time equivalent

Actual Salary £16,132 - £16,293

We are seeking a motivated individual to work within a busy school office. Under the direction of the Office and Premises Manager you will undertake a wide range of administrative duties which will include reception cover, word processing, photocopying and filing. You will act as a First Aider for the school including triage, treatment and reporting of minor first aid incidents.

You should possess good typing skills, have a professional approach to your work and the ability to remain calm under pressure. In return we can offer you an interesting and varied role in supporting the pupils and staff of our academy.

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

Completed applications to be returned to tracy.gray@venerablebede.co.uk or vacancies@venerablebede.co.uk

Tel: 0191 5239745

Closing date: Tuesday 14 June 2022 at noon

Interviews to be held: Friday 17 June 2022