



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

May 2022

Dear Applicant

Administrative Assistant/Receptionist

37 hours per week – working term time only plus 13 additional days

Salary range £18,333 - £16,293 Actual salary £16,132 - £16,293

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 **Tuesday 14 June 2022 at 12 noon**. Interviews to be held on **Friday 17 June 2022**.

Completed application forms are to be returned to Tracy Gray, PA to Headteacher & HR/Personnel Officer. Emailed applications to tracy.gray@venerablebede.co.uk or vacancies@venerablebede.co.uk

I look forward to receiving your application.

Yours faithfully

Headteacher

