



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

October 2022

Dear Applicant

Site Manager - Salary £27,514 - £30,984 – Pay Award Pending

37 hours, Early and Late Shifts, Out of Hours Cover, Permanent, Whole Time

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

This is an exciting post. Dayspring Trust is a strong Multi-Academy Trust with two secondary schools in Sunderland and Stockton. We are currently in discussions for growth with Northern Lights Learning Trust, who share our core values. This role will be based at Venerable Bede CE Academy.

Our fundamental aim is to equip our pupils with the qualifications and skills which they will need to take their place in a modern British society. We want all of our pupils to reach their full potential. For each of our pupils we hope that with the guidance and support of their families and teachers, each of them will be able to develop their individual talents and fulfil their lifelong goals. As educators it is our goal to enable all pupils to thrive, instilling in them a thirst for knowledge, and enabling them to understand how they play their part in unlocking their potential.

In our recent OFSTED inspection (November 2021) we were again confirmed to remain a GOOD school. We are keen to appoint an enthusiastic, passionate practitioner to join us on our journey to 'Outstanding'. We are fully committed to our comprehensive staff development programme which has a key focus on Teaching and Learning.



Working closely with the Trust Executive Operations Manager and SLT Link at the school; the Site Manager will be the first point of contact for all premises related activity at Venerable Bede CE Academy. The postholder will be responsible for the development and delivery of all facilities, managing day to day essential site services, planned maintenance programme and will oversee the delivery of statutory compliance tasks.

The successful candidate will have proven maintenance skills and the ability to work proactively and collaboratively. They will be responsible for line management of site and cleaning staff, delegation of relevant activities and ensure support for the wider school to meet our educational vision.

If you feel that you have drive, determination and the will to make a difference to the lives of our pupils and their families, we would encourage you to apply. The closing date for applications is **Monday 21 November 2022 at 4pm**. Interviews will be held **week beginning 28 November 2022**

Completed application forms are to be returned to Tracy Gray, PA to Headteacher vacancies@venerablebede.co.uk

Yours faithfully



Headteacher

