



Benedict Biscop C.E. Academy

"Every child is cherished as a unique individual" – Ofsted 2012

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Headteacher: Mrs S Armstrong.

September 2018

Dear Applicant,

Academy Office Manager

Thank you for requesting information about the above post.

Benedict Biscop CE Academy is an outstanding, successful school within the Northern Lights Learning Trust that is over-subscribed and is situated in the South suburbs of Sunderland. We are a Church of England Academy committed to developing Christian values which are well established. The community is very supportive and the children eager to learn. Ofsted graded the school as outstanding. Please visit our website for more information about our school. Our children achieve well in all areas and we are continually seeking new ways to ensure they achieve more. Our staff are highly committed and are dedicated to providing the best education for our children. The behaviour and collaborative skills of our children are exemplary.

The Governors are seeking to appoint an enthusiastic Office Manager, someone who is ready to develop their professional practice further and who, in turn is able to further develop our very successful and thriving primary school. We are able to promise outstanding professional development.

Candidates must be able to demonstrate high standards, good inter-personal skills and be supportive of the school's Christian Ethos.

Visits to the school are encouraged and we look forward to sharing our vision with you. Please contact the school office to arrange an appointment.

We look forward to receiving your application form, which should be returned to Mrs S. Armstrong, Headteacher, by no later than 4pm on Friday 28th September.

Yours sincerely,

Sarah Armstrong
Headteacher



