

**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 plus 13 additional days - £16,495 - £16,755**

**Actual Salary pro-rata of £14,514 - £14,743 (based on number of weeks worked.)**

We are seeking a motivated individual to work within a busy school office. Under the direction of the Office 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**](http://www.venerablebede.co.uk/vacancies)

**Email:** **venerable.bede@venerablebede.co.uk**

 **Tel: 0191 5239745**

**Closing date: 4 pm Friday 22 February 2019**

**Interviews to be held: Tuesday 5 March 2019**