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**DAYSPRING TRUST**

**Office Manager - Salary £ 21,589 - £23,836**

**(Actual Salary £18,997 - £20,974)**

**Term Time Only plus 13 additional days**

Dayspring Trust is a Multi Academy Trust in the north east of England currently comprising of two over-subscribed academies: Ian Ramsey CE Academy in Stockton and Venerable Bede CE Academy in Sunderland. The Directors of the Trust are seeking a highly organised, motivated and experienced professional to manage a busy school office.

Based at Venerable Bede CE Academy you will be responsible for overall administration management within the school, line management of three staff and the provision of efficient and effective organisational processes. You will also assist with the planning and development of support services.

The successful candidate will hold an NVQ3 in Business Administration (or equivalent qualification in a relevant discipline) plus English and Maths GCSE grade C or above. A first aid qualification is essential for this role and so the successful candidate should hold, or be willing to obtain this immediately.

Previous experience of working within a busy office, proven line management, communication and interpersonal skills and typing skills are required. High expectations of yourself and your team, enthusiasm and a shared commitment to continual improvement are also essential.

For an informal discussion about the role, please contact Lisa Cockburn, Operations Manager on 0191 5239745 ext 1134.

**Please see website for application pack and further details –** [**www.venerablebede.co.uk/vacancies**](http://www.venerablebede.co.uk/vacancies)

**Email:** **tracy.gray@venerablebede.co.uk**

**Tel: 0191 5239745**

**Closing date: Wednesday 17 July 2019 at 4.00pm Interviews to be held: Tuesday 23 July 2019**