

Job Vacancy: Dixons Allerton Academy

Post: Administration Assistant

Dates: March 2020 or as soon as possible

Location: Bradford

Contract type: Full time – Term Time Only

Contract term: Permanent

Salary: DAT pay scale Level 2, SCP 14-17 £17,228 - £18,439 (Actual £15,160 - £16,226)

Join an all-through school with a growing reputation for excellence

Graded 'Good' in all areas by Ofsted (March 2019)

Dixons Allerton Academy is an all-through school (ages 3 to 19) with over 1840 students. We are a values driven academy with a clear mission and understanding of excellence.

Why choose Dixons Allerton Academy?

- Culture of high expectations; teachers can teach and students can learn
- Relentless focus on scholar development and achievement
- Weekly coaching and CPD
- Highly visible senior leadership team
- High staff morale

The right candidate will be totally aligned to our values of happiness, industry and responsibility and completely committed to our mission.

Dixons Academies Trust

The Dixons Academies Trust is a family of 12 primary, secondary, all-through and sixth form schools in Bradford and Leeds. We are committed to making a difference where it matters most:

- Values driven
- Almost 30 years of challenging educational and social disadvantage
- Ambitious for every child and highly inclusive
- Top Trust in the country for progress at secondary
- Exceptional colleagues will support you to be your best
- Low staff turnover

Learn more

www.dixonsaa.com or call the academy on 01274 770230 and speak to Heather Livesey, HR Assistant, to discuss the role further.

We positively welcome applications from all sections of the community. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undertake an enhanced DBS check.

More information about the post and a downloadable application form, job description and person specification can be found on our website: www.dixonsaa.com/join/jobs. Applications should be returned to hr@dixonsaa.com.

Closing date for applications: Friday 6th March at 9.00am

Interviews / selection: w/c Monday 9th March