

Job Vacancy: Dixons Trinity Academy

Post: Administration Assistant and Receptionist

Dates: February 2020

Location: Bradford

Contract type: Part time / TTO (25 hours per week working 1.30 pm – 6.30 pm)

Contract term: Permanent

Salary: Level 2, Scale Point 14, £10,112.74

Exceptional school at the heart of Bradford

Ofsted Outstanding; placed 3rd nationally in 2018 Progress 8

Dixons Trinity Academy opened with 112 Year 7 students on 4 September 2012 and has now risen to its full capacity of 560 students (Year 7 to 11).

Why choose Dixons Trinity Academy?

- Culture of high expectations; supporting teachers so all students can learn
- Focus on feedback and professional growth
- Opportunities across the Trust
- Exceptionally visible senior leadership team
- Supportive line management; one team focused on fairness

The right candidate will be totally aligned to our values of hard work, trust and fairness and completely committed to our mission: the academy will ensure that all students succeed at university (or a real alternative), thrive in a top job and have a great life.

Dixons Academies Trust

The Dixons Academies Trust is a family of 11 primary, secondary and all-through 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.dixonsta.com or call the academy on 01274 424350 and speak to Gaynor Hellewell, Operations Manager, 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.dixonsta.com/join/jobs. Applications should be returned to applications@dixonsta.com.

Closing date for applications: 16 January 2020

Interviews / selection: w/c 20 January 2020