

Job Vacancy: Dixons Kings Academy

Post: Office Manager

Dates: 27 August 2019

Location: Bradford

Contract type: TTO + 2 weeks (41 weeks)

Contract term: Permanent

Salary: Level 3 – SCP 18-25,(£17,050.53-£21,380.45 actual).

Exceptional school at the heart of Bradford

Ofsted Outstanding; placed in the top 40 nationally for Progress 8

Dixons Kings Academy opened in September 2011 and currently has over 800 students on roll. We are significantly over subscribed and our results continue to improve year on year.

Why choose Dixons Kings 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 integrity, diligence and civility and completely committed to our mission: to ensure everyone receives the support and care needed to become successful and lead a purposeful and happy 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.dixonska.com or call the academy on 01274 449706 and speak to Karen Summers, HR & Cover 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.dixonska.com/join/jobs. Applications should be returned to Karen Summers via email to ksummers@dixonska.com.

Closing date for applications: 21 June 2019 – 12.00 noon

Interviews / selection: w/c 24 June 2019