



## **Data & Exams Assistant**

Required for February 2018

Dixons Allerton Academy, Bradford

Salary range: L3 SCP 18-25

Dixons Allerton Academy are looking to appointment a hardworking, determined and ambitious, Data & Exams assistant who can provide the information that allows our scholars to have ambitious life choices.

Our Vision is to improve scholar achievement, develop character, create an academic culture and raise aspirations by ensuring daily practices are outstanding. Our values driven culture genuinely enables teachers to teach and scholars to learn.

Our Mission is that scholars leave here saying: At DAA, I developed good moral principles and achieved exceptional outcomes that allowed me to have ambitious life choices.

Scholars will learn that the core 'Values to Achieve' are: Happiness, Industry and Responsibility

Scholars will learn that the 'Keys to Achieve' are: Self-determination, Mastery and Purpose

### **The successful candidate will be:**

- committed to the vision, mission and core values of the Academy
- able to demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English
- knowledgeable and experienced user of Capita SIMs, in particular Exams Organiser
- organised and dedicated
- keen to grow expand their skillset and progress
- able to communicate with people at all levels

We moved to our new £27 million building in September 2013. The Academy is all-through from 3 -18 years of age, with places for 52 nursery children, 420 primary children, 1,200 11-16 scholars' plus 240 post 16 scholars.

We positively welcome applications from all sections of the community. The Academy 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 need to provide a current enhanced DBS certificate and check via the Update Service or undertake an enhanced DBS clearance for the Academy.

All potential applicants are welcome to visit the Academy for an opportunity to learn more about us and our vision, mission and core values. For further details and information please contact Ms Bernadette Gill, HR Officer on 01274 770230 x2654 or access our website at [www.dixonsaa.com](http://www.dixonsaa.com).

To apply, please email all application forms and covering letters to HR at [admin@dixonsaa.com](mailto:admin@dixonsaa.com).

**The closing date for applications** is 12 noon on Wednesday 10 January 2018

**Interviews** will be held on week commencing 15 January 2018