



Administration Assistant

Dixons Allerton Academy, Bradford

Salary range: L2 SCP 14

37.5 hours per week with a 7am start

TTO of 39 weeks to include training and data days

Dixons Allerton Academy is looking to appointment a hardworking, determined and ambitious Administration & Reprographics Assistant who wants to learn and progress in our busy office environment.

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.

The successful candidate will:

- Be committed to the vision, mission and core values of the Academy
- Be flexible and willing to learn
- Have excellent customer service and communication skills
- Have the ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.

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 Bernadette Gill, HR Officer on 01274 770230 x 2654 or access our website at www.dixonsaa.com.

To apply, please email all application forms and covering letters to HR at admin@dixonsaa.com.

The closing date for applications is 10am on 4 September 2017
Interviews will be held w/c 11 September 2017