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| **Academy Business Partner**  **St James & Queens Church of England Academies** | | | S:\Diocesan Education\MAT\MAT Logos\MAT Logo.gif |  |
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| **Are you the right person for this key role within the Trust?** | | |  | **37 hours per week, 52 weeks per year**  (To work 3 days at Queens C of E and 2 days at St James C of E)  **Salary and Grade:**  Grade L Point 26-28  £37,261 - £39,493 plus benefits  **Start Date:**  04 September 2023  **Closing Date:**  Tuesday, 06 June 2023  **Interview Date:**  **Week commencing**  Monday, 12 June 2023  For full information please visit: [www.covmat.org/vacancies](http://www.covmat.org/vacancies) Please return completed applications to [hr@covmat.org](mailto:hr@covmat.org) |
| The Diocese of Coventry Multi Academy Trust is at a transformational point on its aspirational journey to achieve educational excellence for all.  As Academy Business Partner your role will be to focus on the business side of academy leadership, taking responsibility for Leadership & Strategy, Administration Management, Finance, HR, Facility & Property Management, Health & Safety, and Data Protection Management, to support the Headteacher to focus on teaching and learning. | This newly created post will report to the Headteacher but will also be accountable to central team Heads of Department.  This is a fabulous time for you to come on board and help shape the way forward.  **You must be:**  \*Highly motivated with a can-do attitude.    \*Able to work on your own initiative.  \*Happy to work as part of a team.  AA | **You must have:**  \*An interest in working in the education sector.  \*Experience of working in a busy client facing office environment, handling a large variety of activities.  \*Experience of working in school administration will be beneficial.  Academy visits are encouraged. To book an appointment please email [hr@covmat.org](mailto:hr@covmat.org) and the team will contact you to arrange a convenient time. | S:\Diocesan Education\DBE\Logos\cofe.JPGS:\Diocesan Education\Diocesan Board of Education\In-house Information\Staff Info\Logos\Diocese Logo Open.jpg |