Candidate Information
Assistant Academy Business Partner

St Michael's & All Saints Bedworth C of E Academies

About the Multi Academy Trust

The Trust

The Diocese of Coventry Multi Academy Trust Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

Our Vision
Our vision, based on John 10:10, is for every adult, every child and every academy in our trust to come together in order that we may pursue life in all its fullness. We have a vision of building a better future for all within our academies, who in turn will positively impact their communities.

Our Strategic Goals
To achieve our object, mission and vision, we will focus on the following five high-level goals:
- Deliver excellent education;
- Ensure strong and effective governance at all levels;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Drive sustainable growth
- **About the Role**

The Trust is looking to appoint inspirational and highly effective Academy Business Partner who are committed to supporting the Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- Eligibility to join the Local Government Pension Scheme
- Access to a range of benefits, including salary sacrifice initiatives and an Employee Assistance Programme.
- 25 days annual leave plus bank holidays

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Louise Beale, Head of Operations and Compliance at louise.beale@covmat.org to make further enquiries about the role.

Please note the closing date for applications is Thursday 18th January 2024. Completed applications and supporting documents should be sent via email to hr@covmat.org

We welcome all applications regardless of age, disability, gender, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews are planned to take place on 25th or 26th January 2023.

Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,700 Multi Academy Trusts in England. Highlighted as a leading diocesan Trust and a model of good practice by the Department for Education in 2016, the trust is now home to nineteen academies spread across the Diocese of Coventry. This scale makes us one of the top 150 largest Multi Academy Trusts in the country.

Our vision, "together, pursuing life in all its fullness", is based on John 10:10 and reflects the Church of England's vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.

Our strategy focuses on five core aims. Among these are the desire to offer an **excellent education** and to be an **employer of choice**. To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 4,500 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development for ambitious people, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme. In addition, there is a superb package of employment benefits, including access to the Cycle to Work Scheme, membership offers and retail discounts.

We are proud to tell people that an academy has never dropped an Ofsted grade under our management and our most recent SIAMS inspection resulted in a good judgement. But we are not standing still and you would be joining the trust at an important stage in our development. We are on the verge of another period of growth, we are reviewing our school improvement offer and our central support structure, and our pupil numbers continue to rise.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

Michael Cowland, CEO

Our Diocese

Church schools in the Coventry Diocese, work in partnership with their local Church to worship God, make new disciples and transform communities, whilst delivering excellent education. The schools' team at the Diocesan Board of Education support and equip local partnerships between schools, governors, parishes and clergy by:

- 'Championing the role of the Church in Education;
- Protecting and developing the historic Church investment in education;
- Promoting the establishment of new Church schools;
- Enabling Flourshing for all in Church School communities;
- Facilitating creative and flexible partnerships between schools;
- Encouraging collaboration to ensure excellence and distinctiveness across the family of Church schools;
- Supporting the professional development of staff, governors, clergy and church workers;
- Support the process of Academy conversions;
- Providing pastoral support to school leaders and governors

April Gold, Diocesan Director of Education

'I believe that schools are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.

The Diocese is proud of its Church of England Schools which educate about 17,000 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working in the values of Jesus Christ every day. Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'
Bishop Christopher

The distinctiveness and effectiveness as a Church of England school are good

The school community is united in their aspirations for pupils. St Oswald's distinctive Christian vision and values are visible and lived out daily.

The distinctive Christian vision based on 'I can do all things through him who gives me strength' permeates all aspects of the life and work at St Oswald's School.

Strong partnerships exist, empowering leaders to support individuals and enabling them to flourish as a team for the benefit of all

The positive impact of the Christian vision is clearly seen in religious education (RE) which is a significant strength of the school.

SIAMS Inspection, 27th March 2023, grade: Good. St Oswald's Church of England Academy.

St Laurence's CofE Primary School
Old Church Road
Coventry
CV6 7ED

St Oswald's CofE Academy
Addison Road
Rugby
CV22 7DJ

St Bartholomew's CofE Academy
Bredon Avenue, Coventry
CV3 2LP

St Michael's CofE Academy
Hazel Grove
Bedworth
CV12 9DA

Queens CofE Academy
Bentley Road
Nuneaton
CV11 5LR

Leamington Hastings CofE Academy, Birdingbury Road Hill,
Leamington Hastings, Rugby
CV23 8EA

Stretton CofE Academy
Stretton Avenue
Coventry
CV3 3AE

Leigh CofE Academy
Plants Hill Crescent
Tile Hill, Coventry
CV4 9RQ

St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF

Salford Priors CofE Academy
School Road
Salford Priors, Evesham
WR11 8XD

Harris CofE Academy
Harris Drive
Overslade Lane, Rugby
CV22 6EA

All Saints CofE Academy LW
Warwick Road
Leek Wootton, Warwick
CV35 7QR

St Nicolas CofE Academy
Windemere Avenue
Nuneaton
CV11 6HJ

Burton Green CofE Academy
Hob Lane
Burton Green, Coventry
CV8 1QB

Studley St Mary's CofE Academy
New Road, Studley
B80 7ND

Long Itchington CofE Academy
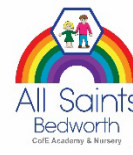Stockton Road
Long Itchington, Southam
CV47 9QP

St John's CofE Academy
Winsford Avenue
Coventry
CV5 9HZ

Southam St James CofE Academy
Tollgate Road
Southam
CV47 1EE

Central MAT Office
Across multiple sites

All Saints Bedworth CofE Academy & Nursery
Off the Priors, Mitchell Road
Bedworth
CV12 9HP

Assistant Academy Business Partner

Job Description

KEY PURPOSE

As Assistant Academy Business Partner your role will be to support the Academy Business Partner to focus on the business side of academy leadership to enable the Executive Headteacher and Head of School to focus on teaching and learning.

ACCOUNTABILITIES

The appointee will be line managed by the Academy Business Partner to support the business functions as set out below.

JOB PURPOSE

- The Assistant Academy Business Partner with work alongside the Academy Business Partner to follow Trust processes and procedures to provide professional leadership and management of non-teaching school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the academy.
- The Assistant Academy Business Partner support the promotion of the highest standards of business ethos within the administrative function of the academy and the wider Trust in support of the academies learning objectives.
- The Assistant Academy Business Partner supports with Financial Resource management; Administration management; Management Information and ICT; Human Resource management; Facility & Property management; Health and Safety management and Data Protection management for the Academy.
- The Assistant Academy Business Partner forms effective working relationships with external agencies such as contractors etc.

DUTIES

Leadership and Strategy

- Support with rapid and effective communication of Trust and academy policies to staff, volunteers and AGC Members and monitor compliance.
- Support with ensuring compliance with all statutory requirements, including those in the Academy Trust Handbook, Articles of Association, Companies House, Department for Education (DfE), Education and Skills Funding Agency (ESFA) and other relevant bodies as well as well as Trust policies, regulations, and guidance.

Financial Resource Management

- Support with preparation of a 3-year academy budget (which is aligned to the Trust's Strategic Plan and the trends and requirements of the Academy's Improvement Plan) for the Headteacher to recommend to the central finance team.
- Assist in the overall financial planning process and develop a long-term financial strategy for the future development of the academy.
- Support the academy's finance function including ordering, processing and payment for all goods and services and ensure that monthly, termly and annual tasks are completed.
- Support with management of the Academy's bank accounts, ensuring that a full reconciliation to trial balance is undertaken at least once per month.
- Support with the payment of academy salaries and wages including PAYE, Pensions and National Insurance Contributions.
- Support with active monitoring against the agreed budget every month according to the Trust's month end deadlines.
- Assist with the academy's specific procurement to ensure proper control of expenditure. Ensure any new proposals create and maximise the value from the resources used to achieve value for money. Liaise with the central Finance and Operations and Compliance Teams to seek opportunities for economies of scale.
- Support with negotiation, management and monitoring contracts and Service Level Agreements for school specific expenditure.
- Use financial management information and benchmarking of other similar schools to support with comparing spending, analysing trends and identifing opportunities for greater efficiency.
- Support the identification of the causes of any significant variances and taking prompt corrective action.
- Support with the provision of ongoing budgetary information to relevant people.
- Assist the internal and external auditors.
- Support with the identification of additional finance required to fund the school's proposed activities including development of income generation by seeking grants and writing bids.
- Support the maximization of income through lettings and other activities.
- Present timely and fully costed proposals, recommendations, or bids.
- Work with the central Operations and Compliance and Finance teams to put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
- Support with monitoring the effectiveness and implementation of agreements and contracts for the supply of goods and services.
- Work with the central Operations and Compliance Team to negotiate and ensure best value in the procurement of supplies and services, ensuring compliance with public sector procurement legislation and Trust procurement policies.
- Support with ensuring that robust financial controls are in place and compliance with the Trust's Financial Regulations, procedures, and the Scheme of Delegation.

Administration Management

- Support the whole academy administrative function.
- Support with the design and maintenance of administrative systems that deliver outcomes based on theacademy's aims in line with wider Trust guidance.
- Follow Trust processes.
- Support with the establishment and use of effective methods to review and improve

administrative systems in line with Trust processes.
- Use data analysis, evaluation, and reporting systems to maximum effect byensuring systems are streamlined to maximise efficiency and avoid duplication.
- Support with benchmarking of systems and information to assess trends and make appropriate recommendations.
- Prepare information for publications and returns for the DfE, Trust, LA and other agencies and stakeholders within statutory guidelines.
- Support the use of consistent Trust branding in the academy.

Management Information Systems & ICT

- Support with the consideration of approaches for existing use and future plans to introduce or discard technology in the school, working in line with the Trust ICT strategy.
- Support the consultation with relevant people (including the Head of Operations and Compliance and the Data Protection Officer) and other parties to introduce new technology or improve existing technology for different purposes, in line with the Trust ICT strategy.
- Support the school strategy for using technology aligned to the overallvision and plans for the school ensuring value for money, and in line with the Trust ICT strategy.
- Support the communication of strategy and relevant policies, including Data Protection for use of technology across the school.
- Support the establishment of systems to monitor and report on the performance of technology within the school.
- Assist with ensuring that resources, support and training are provided to enable colleagues to make the best use of available ICT including teaching, learning and assessment systems.
- Support contingency plans that are in place in the case of technology failure, in line with the Trust ICT strategy.
- Assist with data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.
- Maintain asset management information in line with trust procedures and policies.
- Contribute to the implementation of Trust wide ICT strategy.

Human Resource Management

- Work alongside the central HR team following processes, procedures and policies.
- Support with ensuring payroll deadlines are achieved on a monthly basis and reconcile the final output reports.
- Assist with ensuring all Trust policies are clearly communicated to all staff in the academy ensuring people have a clear understanding of the policies and procedures and the importance of putting them into practice.
- Assist with ensuring that all Trust recruitment procedures are followed having particular regard to Safer Recruitment and KCSIE and the wider safeguarding obligations.
- Support with SCR compliance, ensuring all checks are in place for employees, volunteers, AGC members, self employed, agencies and contractors.
- Deliver performance reviews for direct reports and ensure the process is undertaken for all other staff.
- Work with the central HR team for support and expertise in relation to HR issues.
- Engage fully with the HR Information System (HRIS) to include recruitment, induction, CPD,

performance management, leavers etc.
- Support with delivery of all HR administration tasks as detailed in the Academy Administration Task List/ Manual.
- Support to ensure all HR administration tasks are completed in a timely manner in line with guidance and procedures.

Facility & Property Management

- Support with ensuring the safe maintenance and security operation of all school premises and physical assets.
- Support with management of the planned and reactive maintenance of the school site including the purchase and repair of allfurniture and fittings.
- Support the continuing availability of utilities, site services and equipment, working with the Trust Operations and Compliance Team in relation to related contracts and SLAs.
- Follow Trust processes and procedures and sound practices in estate management and grounds maintenance.
- Support with monitoring, assessment and review of contractual obligations for outsourced school services.
- Support with ensuring a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- Support with ensuring ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively, in collaboration with the Trust Operations and Compliance Team.
- Work with academy based staff to ensure regular compliance testing is completed and records maintained as required for buildings, materials, hazardous substances, water, appliances, services etc.
- Support with ensuring that premises risk assessments are in place and fit for purpose.
- Support with maintenance of site master plans.
- Support with management of the letting of school premises to external organisations, for the development of the extended services and local community requirements, in line with trust procedures and policies.
- Support with reporting changes that may impact insurance to the Head of Operations and Compliance.
- Support with reporting of significant issues relating to the site to the Trust Operations and Compliance Team, including future capital project requirements.
- Work with Estates and Facilities Business Partners to support development and delivery of building improvement projects, including supervision of relevant planning and construction processes in line with contractual obligations.
- Work with the Operations and Compliance team to ensure effective tendering and management of contracts for work done by external contactors.
- Support to ensure academy disaster recovery procedures are robust.

Health & Safety

- Support the school's Health & Safety Co-ordinator and Fire Officer.
- Liaise with the Trusts Health and Safety Advisors and support with acting upon any reports and action plans.
- Support the planning, instigation and maintenance of records of fire practices and alarm tests.
- Ensure the Trusts written health & safety policies and procedures are clearly communicated and available to all.
- Support with ensuring the health & safety policy, health and safety standards and H&S law are implemented at all times, put into practiceand is subject to review and assessment at regular intervals or as situations change.

- Support with enabling regular consultation with staff on health and safety issues.
- Support with ensuring systems are in place to enable the identification of hazards and risk assessments and safe working practices in respect to COSHH.
- Support with ensuring systems are in place for effective monitoring, measuring, and reporting of health and safety issues to the academy Senior Leadership Team, and where appropriate the Head of Operations and Compliance.
- Support with ensuring the maximum level of security consistent with the ethos of the school.
- Support with statutory obligations being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.
- Support the lead for first aid and medical information, supporting with the monitoring and implementation of policies and procedures and ensuring adequate first aid cover.

Data Protection Management

- Support the school's Data Protection Co-ordinator, assisting with monitoring compliance with the requirements of the Data protection act and GDPR.
- Support with advising staff, managers and AGC Members in relation to data protection and GDPR.
- Act as a Privacy Champion for data protection across the school.
- Support with ensuring that data protection incidents are logged.
- Assist with the completion of Data Protection Impact Assessments.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust the Academy Business Partner will be expected to develop and maintain strong, positive relationships with colleagues in the Academy, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. School leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:
- Building a trust culture which takes account of the Church Foundation and the richness and diversity of the school's communities
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English

is an additional language), to support and improve pupils' achievement and personal development.

- Building bridges with the trust's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

This trust is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

The trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the trust reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience	Measured By				
	Essential	Desirable	Application	Interview Process	References
Qualifications and Experience					
1	Degree or equivalent level qualification		✓	✓	✓	
2	Additional qualification in Finance, HR, Operations or School Business Management	✓	✓	✓	✓	
3	Demonstrable success of delivering an operations strategy		✓	✓	✓	
4	Experience of developing operational reporting systems		✓	✓	✓	
5	Experience of working with senior stakeholders to develop strong operational understanding		✓	✓	✓	
6	Strong IT skill set	✓		✓	✓	
7	Strong project management, planning and development experience		✓	✓	✓	
8	Experience of handling commercial contracts and contractors		✓	✓	✓	
9	Experience of financial planning and budget management		✓	✓	✓	
10	Experience and knowledge of academy operations		✓	✓	✓	
11	Experience and knowledge of the many statutory requirements of multi academy trusts		✓	✓	✓	
12	Experience and knowledge of multi academy trust compliance		✓	✓	✓	
13	Data Protection experience	✓		✓	✓	
14	Knowledge of core IT infrastructure and networks		✓	✓	✓	
15	Experience of leading operations in an academy		✓	✓	✓	
16	Practical and successful experience of performance evaluation and management		✓	✓	✓	
17	Strong track record of successful leadership		✓	✓	✓	
Skills and Knowledge					
1	Able to engage and communicate effectively with a range of stakeholders, building relationships and modifying style as appropriate to the audience	✓		✓	✓	
2	Ability and willingness to hold others to account for their performance		✓	✓	✓	
3	Results focused with the ability to work proactively, plan, organise, optimise resources and complete targets within agreed timescales	✓		✓	✓	
4	Successful experience in developing initiatives and managing complex changes across schools		✓	✓	✓	
5	Computer literate and confident in the use of in the use of IT	✓		✓	✓	
6	The ability to manage a large and varied workload	✓		✓	✓	
7	Knowledge of funding, regulatory and the legislative environment of academies and Multi Academy Trusts		✓	✓	✓	

8	Knowledge of educational policy developments and implication for in-school practices		✓	✓	✓	
Personal Qualities						
1	The ability to react and respond to new initiatives and a changing environment	✓		✓	✓	
2	Entrepreneurial and ambitious with energy, charisma and ability to manage multiple activities	✓		✓	✓	
3	Ability to find innovative solutions to complex problems	✓		✓	✓	
4	Acts as an ambassador for the Trust at all times with the authority to command the respect of current and prospective Heads and senior stakeholders	✓		✓	✓	
5	A creative and positive mind-set	✓		✓	✓	
6	Personal strength of character through transparency, integrity and fairness	✓		✓	✓	
7	Resilient attitude with the ability to learn from criticism/failure	✓		✓	✓	
8	Good sense of humour and the ability to create a working environment in which people work hard and enjoy being part of the team	✓		✓	✓	
9	The ability to develop and deliver strategy combined with the willingness to work operationally	✓		✓	✓	
Other						
1	A commitment to uphold and promote equality of opportunity	✓		✓	✓	
2	Demonstrates an understanding of Safeguarding issues relevant to the post	✓		✓	✓	
3	Have a willingness to demonstrate commitment to the Christian values and behaviours which flow from the MAT ethos	✓		✓	✓	
4	A deep commitment to the vision, values and aims of the Trust	✓		✓	✓	

This post is subject to an enhanced Disclosure and Barred Service check

I _____**(name)** hereby confirm that I have received a copy of the Job Description for the post of **Assistant Academy Business Partner.**

Signed …………………………………………… Date …………………………….