

Academy Business Partner

**Dunchurch Boughton C of E Junior Academy
Dunchurch C of E Infant Academy and Nursery**



Are you the right person for this key role within the Trust?

As Academy Business Partner your role will be to focus on the business side of academy leadership, supporting the Headteacher to focus on teaching and learning. In this critical role, you will have responsibility for: leadership and strategy, management of administration, finance, HR, facilities and property management, health and safety and data protection.

In addition, this is an exciting time - Dunchurch Infants and Junior Schools are currently consulting with a view to becoming academies with The Diocese of Coventry Multi Academy Trust before the

Summer term in 2023.

The Diocese of Coventry Multi Academy Trust is on an aspirational journey to achieve educational excellence for all.

The successful candidate will join the wider Trust family to develop our Academies further.

In this newly created post, you will report to the Headteacher and be accountable to Heads of Department within the Trust Central Team. This is a fabulous time for you to come on board and help shape the future.

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.

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.

Working hours

37 hours per week, 52 weeks per year

Salary and Grade

Grade L Point 26-28

£37,261 - £39,493 plus benefits

Desired Start Date

05 June 2023

Closing Date

Sunday, 19 March 2023

Interview Date:

TBA

Academy visits are encouraged - book an appointment by emailing hr@covmat.org

For further information visit: www.covmat.org/vacancies and return your completed application to hr@covmat.org

