



### Candidate Information

Cluster Business Partners

Leigh Church of England Academy and St John's Church of England Academy

Salary Point Scale J £30,095-£32,798

# 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 ClusterBusiness Partners 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.

You will work across two academies and will be based

- St John's CofE Academy, Coventry, CV5 9HZ and Leigh CofE Academy, Coventry, CV4 9RQ

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 [clusterhr@covmat.org](mailto:clusterhr@covmat.org) to make further enquiries about the role.

Please note the closing date for applications is Midnight 19<sup>th</sup> February 2022 Completed applications and supporting documents should be sent via email to [clusterhr@covmat.org](mailto:clusterhr@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 to be confirmed.

# 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 4,000 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 an "excellent" 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**

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 Flourishing 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**

### **The distinctiveness and effectiveness as a Church of England school are outstanding**

The excellent care and nurture by all staff to enable every child to reach their potential reflects the school's core faith values.

Collective worship is central to the life of the school and because of its relevance supports both children and adults in their faith journeys.

Religious education (RE) contributes effectively to the spiritual, moral, social, and cultural development of each child.

Dedicated Christian leadership by staff and governors inspires every person in school to aspire to be the best they can be.

**SIAMS Inspection, 6 July 2015, grade: Outstanding**

'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**



# Our Academies



**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



## Job Description

### KEY PURPOSE

As Cluster Business Partner your role will be to focus on the operational side of academy leadership to enable the Headteacher to focus on teaching and learning.

### ACCOUNTABILITIES

The appointee will be line managed by the academy Headteacher but will also be accountable to central team Heads of Department (including for performance management) for the business functions as set out below, which will be managed following trustwide procedures.

### JOB PURPOSE

- The Cluster Business Partner is the academies leading support staff professional and works as part of an academy Senior Leadership Team to assist the Headteacher in their duty to ensure that the academy meets its educational aims by allowing the Headteacher to focus on teaching and learning. The Cluster Business Partner will follow Trust processes and procedures to facilitate this. The Cluster Business Partner is responsible for providing 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 Cluster Business Partner promotes the highest standards of business ethos within the administrative function of the academy and the wider Trust and strategically ensures the most effective use of resources in support of the academies learning objectives.
- The Cluster Business Partner contributes to strategic and operational leadership of the school and is responsible for Resource management; Administration management; Management Information and ICT; Facility & Property management; Health and Safety management and Data Protection management for the Academy.
- The Cluster Business Partner takes a lead responsibility for forming effective working relationships with external agencies such as contractors etc.

### DUTIES

#### Leadership and Strategy

- Attend academy Senior Leadership Team meetings, negotiating and influencing strategic decision-making within the academy Senior Leadership Team whilst working within Trust parameters.
- In the absence of the Headteacher and in consultation with the Trust's central team, take delegated

responsibility for Operational decisions.

- Plan and manage operational change in accordance with the academy improvement plan.
- Lead and manage all non-teaching academy support staff including arranging cover where required, ensuring that all office and administrative duties are completed.
- Ensure quality assurance and disaster recovery procedures are robust.
- Market and promote the academy to existing and potential parents

### **Finance – reporting to the Trust’s central finance team**

- Feed into budget setting processes.
- Support annual audit processes.

### **Resource Management and Compliance – reporting to the Trust’s central Operations and Compliance team**

- Work with the central Operations and Compliance Team to negotiate and ensure best value in the procurement of supplies and services, ensuring effective tendering, compliance with public sector procurement legislation, regulatory requirements and Trust procurement policies.
- Liaise with the central Finance and Operations and Compliance Teams to seek opportunities for economies of scale.
- Monitor and manage the operation of academy contracts and service level agreements entered into for the supply of goods and services.
- Monitor Trust wide SLA’s and contracts on site including catering for example.
- Monitor contractors on site in respect of maintenance and statutory H&S, safeguarding and Trust standard checks.
- Identify grant funding sources and prepare bids for the school
- Ensure rapid and effective communication of Trust and academy policies to staff, volunteers and AGC Members and monitor compliance.
- Maintain training logs in respect of H&S, data protection, PPE, first aid, safeguarding etc
- Ensure consistent Trust branding at the academy.
- Ensure the academy is compliant 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 Trust policies, regulations and guidance.
- Ensure the academy is compliant with all information and data returns

### **Management Information Systems & ICT – reporting to the Trust’s Operations & Compliance team**

- Contribute to the implementation of the Trust ICT strategy.
- Ensure ICT provision on site is appropriate for the needs of the academy.

### **Human Resource Management – reporting to the Trust’s Human Resources team**

- Work alongside the central HR team following processes, procedures and policies.
- Communicate interview outcomes, successful and unsuccessful and complete offer instruction form
- Liaise with HR Business Partner when assessing an individual who may be IR35. Perform IR checks



as appropriate.

- Ensure the SCR is kept up to date in line with SCR guidance document.
- Arrange appropriate risk assessments as and when required.
- Work within published payroll deadlines to undertake the month end payroll checks.
- Know how to access the hub to advise staff where to find policies, refer on to HR if and where advice is needed.
- Signpost colleagues to appropriate policies on the HR hub and to the HR team members for support as and when required.
- Ensure the appropriate, agreed salary uplifts are applied to staff
- Following annual performance review cycle, collate report requesting pay progression and submit to Head of HR for approval. No outcomes should be communicated to team members prior to agreement from Head of HR.
- Complete IR35 checks on any new contractors.
- Ensure all employment decisions are made in line with HR policies and procedures as published on the HR hub. See advise from HR as and when required.
- Provide support for HR project work.
- Engage fully with the HR Information System (HRIS) to include recruitment, induction, CPD, performance management, leavers etc

### **Estates and Facility Management – reporting to the Trust’s Operations & Compliance team**

- Monitor reports of issues relating to the site and report significant issues relating to the site to the Trust Operations and Compliance Team, including future capital project requirements.
- Manage general day-to-day remedial works in respect of minor repairs or faults to systems/equipment
- Develop and implement effective plans for estates management of the academy
- Ensure the delivery of long term maintenance plans and effective planned and reactive maintenance services
- Ensure the security of the academy sites and all physical assets.
- Work with Estates and Facilities Business Partners to develop and deliver building improvement projects.
- Ensure value for money on all premises/estates expenditure.
- Ensure premises risk assessments are in place and fit for purpose.
- Develop and maintain the Asset Management and site master plans.
- Manage 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.
- Report changes that may impact insurance to the Head of Operations and Compliance.

### **Health & Safety – reporting to the Trust’s Operations & Compliance team**

- Act as the school’s Health & Safety Co-ordinator and Fire Officer.
- Ensure that safe working practices are followed in respect of COSHH and other risk assessment control measures.
- Ensure effective implementation of H&S requirements and compliance with H&S law.
- Liaise with the Trusts Health and Safety Advisors and act upon any reports and action plans.
- Ensure regular testing is completed and records maintained as required for buildings, materials, hazardous substances, water, appliances, services etc.
- Ensure general risk assessments are in place and fit for purpose.
- Ensure the Trusts written health & safety policies and procedures are clearly communicated and available to all

- Ensure the Trust's health and safety standards are implemented at all times, put into practice and subject to review and assessment at regular intervals.
- Enable regular consultation and engagement with staff on health and safety issues.
- Act as the lead for first aid and medical information, monitoring implementation of policies and procedures and ensuring adequate first aid cover.

### **Data Protection Management – reporting to the Trust's Operations & Compliance team**

- Act as the school's Data Protection Co-ordinator, ensuring and monitoring compliance with the requirements of the Data protection act and GDPR.
- Ensure operation of storage and filing in line with Trust policies and data protection and GDPR regulations.
- Advise staff, managers and AGC Members in relation to data protection and GDPR.
- Act as a Privacy Champion for data protection across the school.
- Assist the Data Protection Officer 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 Office Administration Apprentice 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
<b>Qualifications and Experience</b>						
1	Demonstrable success of delivering an operations strategy	✓		✓	✓	
2	Experience of developing operational reporting systems	✓		✓	✓	
3	Experience of working with senior stakeholders to develop strong operational understanding	✓		✓	✓	
4	Strong IT skill set	✓		✓	✓	
5	Strong project management, planning and development experience	✓		✓	✓	
6	Experience of handling commercial contracts and contractors	✓		✓	✓	
7	Experience of financial planning and budget management	✓		✓	✓	
8	Experience and knowledge of academy operations	✓		✓	✓	
9	Experience and knowledge of the many statutory requirements of multi academy trusts	✓		✓	✓	
10	Experience and knowledge of multi academy trust compliance	✓		✓	✓	
11	Data Protection experience	✓		✓	✓	
12	Knowledge of core IT infrastructure and networks		✓	✓	✓	
13	Degree or equivalent level qualification		✓	✓	✓	
14	Additional qualification in Operations or School Business Management	✓	✓	✓	✓	
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		✓	✓	✓	
<b>Skills and Knowledge</b>						
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		✓	✓	✓	
<b>Personal Qualities</b>						

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	✓		✓	✓	
<b>Other</b>						
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 **Cluster Business Partner (Leigh & St John's)**.

Signed .....

Date .....