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| **Academy Business Partner**  **Dunchurch Boughton C of E Junior Academy**  **Dunchurch Boughton CofE Infant Academy and Nursery** | | | 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?** | | |  | **Academy Business Partner**  **Working hours**  37 hours per week, 52 weeks per year  **Start Date**  TBC  **Salary and Grade**  Grade L Point 26-28  £37,261 - £39,493 plus benefits  **Closing Date**  Wednesday, 20 September 2023  **Interview Date:**  Thursday 28 September 2023  Academy visits are encouraged - book an appointment by emailing [hr@covmat.org](mailto:hr@covmat.org)  For further information visit: [www.covmat.org/vacancies](http://www.covmat.org/vacancies) and return your completed application to [hr@covmat.org](mailto:hr@covmat.org) |
| 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 Academies are just starting their Academy journey, joining the Trust on 1st September. | 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 exciting 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. | S:\Diocesan Education\DBE\Logos\cofe.JPGS:\Diocesan Education\Diocesan Board of Education\In-house Information\Staff Info\Logos\Diocese Logo Open.jpg |