



ASSISTANT ACADEMY BUSINESS PARTNER - ST MICHAELS AND ALL SAINTS BEDWORTH, C OF E ACADEMIES



Salary: £28,770 - £31,364p.a. plus benefits

Grade: Grade H

Contract Type: Permanent

Basis: Full Time, 37 hours per week, 52 weeks p.a. Term time only and part time working of at least 3 days per week will be considered

Closing Date: 18th January 2024

Interview Date: 25th or 26th January 2024

The Diocese of Coventry Multi Academy Trust is on an aspirational journey to achieve educational excellence for all. The Trust seeks to build a better future for all within our academies who in turn will positively impact their communities. People within the Trust work as part of the broader Trust family, benefitting from peer support and wide opportunities for personal development.

The role of Assistant Academy Business Partner is a newly developed role to provide additional support to the Executive Headteacher and Heads of School across these two academies as well as a Children's Centre. This is a varied and important one, reporting to the Academy Business Partner. Responsibilities span contributing to strategy, people management, finance, HR, facilities and property management, health and safety and data protection.

Applicants should be highly self-motivated with a "can-do" attitude and the ability to use their own initiative. The ability to work as an effective team member is essential. The successful candidate will thrive on handling a large variety of activities, prioritizing urgent tasks. Experience of working in a school environment would be beneficial. A commitment and enthusiasm for creating the right infrastructure to support children and staff is vital.

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. Flexible working options will be considered wherever possible.

In line with our commitment to Safeguarding, all posts are subject to a safer recruitment process which includes enhanced with barred list Disclosure and Barring Services (DBS) and other vetting checks.

