



Business Administrator Harris CofE Academy

Central MAT Office

The Diocese of Coventry Multi Academy Trust
St James' C of E Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF

Candidate Information Business Administrator

Together, pursuing life in all its fullness

Business Administrator

About the Role

The Trust is looking to appoint an inspirational and highly effective Business Administrator who is committed to supporting Harris Church of England Academy 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
- The post is for 20 hours/week, 38 weeks/year, Monday-Friday, 9:00am to 1:00pm
- We are offering a salary of Grade D, Point 4, £11,562 (Actual), £25,185 (FTE) per annum
- Eligibility to join the Pension Scheme

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 Harris Recruitment, directly on recruitment@harris.covmat.org for an informal discussion about the post.

Please note the closing date for applications is midday, Friday, 14th August 2026. Please apply through My New Term's online application process.

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

Interviews will take place during week commencing 17th August 2026.

Job Description

KEY PURPOSE

Provide a support to deliver key aspects of business administration. Work is governed by established processes/procedures. Work is carried out without close supervision, other than that provided through working arrangements, methods and procedures.

ACCOUNTABILITIES

The appointee will be line managed by the Business Manager

PRINCIPAL RESPONSIBILITIES

- Arranging and administering H&S meetings, chasing actions and keep records;
- Diary management;
- Preparation and delivery of papers for meetings;
- Supporting DoFE administration. Mandatory training will be provided for this;
- Supporting HR processes by writing letters, setting up probation meetings, return to work, and induction processes;
- Assisting with set up of My Tutor sessions and tracking attendance, alerting parents and staff if non-attendance occurs;
- Assisting with set up logistics of events, including Big Bang;
- Keeping monitoring logs up to date;
- Dealing with routine enquiries through varying mediums, providing general information about;
- Undertaking data input and document production using the range of systems in use including reports and minutes;
- Maintaining computerised and manual filing systems, retrieving information as requested and ensuring that information is kept up to date; to include creation of databases and spreadsheets as appropriate and provision of information and reports as required, e.g. H&S monitoring log;
- Covering/supporting other administration posts including Reception, Reprographics, Finance and Student Services when required;
- Updating school website, as directed;
- Assisting with all other Administration tasks as required.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Business Administrator will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, 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. Academy 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 academies. 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 school culture and curriculum 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 school'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

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

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.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and 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 Chief Executive 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.	Formal qualification in MS Word/Excel/Publisher or equivalent experience		✓	✓	✓	
2.	GCSE A-C Maths and English or equivalent	✓		✓	✓	
3.	Qualification in Administration/Secretarial Services		✓	✓	✓	
Professional Experience and Knowledge						
1.	Experience of working effectively with others to meet common goals	✓		✓	✓	✓
2.	Experience of working in an education or agency setting		✓	✓	✓	✓
3.	Experience in promoting and ensuring the health and safety of students and staff		✓	✓	✓	✓
4.	Experience of procedures relating to child protection and safeguarding		✓	✓	✓	✓
5.	Working within an office environment, dealing with members of the public		✓	✓	✓	✓
Skills and Abilities						
1.	Ability to maintain strictest confidentiality and integrity at all times	✓		✓	✓	✓
2.	Excellent IT skills	✓		✓	✓	
3.	Ability to liaise with other members of staff in a professional manner	✓		✓	✓	✓
4.	Knowledge of promoting inclusion and equal opportunities	✓		✓	✓	✓
5.	Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload	✓		✓	✓	
6.	Ability to work constructively as part of a team or individually, understanding school roles and responsibilities and own position within these	✓		✓	✓	
7.	Excellent communication, presentation and interpersonal skills	✓		✓	✓	✓
8.	Ability to be flexible in order to create effective solutions		✓		✓	
Personal Qualities						
1.	Ability to use judgement and common sense	✓		✓	✓	✓
2.	Ability to prioritise/organise workload	✓		✓	✓	
3.	Flexible approach to work	✓			✓	

I (**name**) hereby confirm that I have received a copy of the Job Description for the post of Business Administrator

Signed

Date