



**ACADEMY BUSINESS PARTNER – ST BARTHOLOMEW’S C OF E ACADEMY  
AND DUNCHURCH BOUGHTON C OF E JUNIOR 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**

*Together, pursuing life in all its fullness*

# ACADEMY BUSINESS PARTNER

## About the Role

The Trust is looking to appoint an inspirational and highly effective Academy Business Partner who is committed to supporting St Bartholomew's and Dunchurch Boughton C of E Junior Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

We will consider 2 part time applicants or 1 full time applicant for this role.

In return we can offer:

- A full time, permanent role on a 52 week basis.
- A salary of £41,771 - £44,075 per annum FTE. This is on the Trust Support Staff payscale, spine point range 26-28.
- Eligibility to join the LGPS Pension Scheme
- A supportive network of professional colleagues
- A strong culture of professional development, including access to apprenticeship levy development
- The opportunity to be part of an aspirational organization and contribute to its development and growth
- Employee Assistance Programme
- Cycle to Work Scheme
- Employee Benefits 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 Emma Darragh, Headteacher at Dunchurch Boughton Juniors and Elaine Tilley, Headteacher at St Bartholomew's, directly via [Emma.Darragh@dunchurch.covmat.org](mailto:Emma.Darragh@dunchurch.covmat.org) and [Elaine.Tilley1@StBarts.covmat.org](mailto:Elaine.Tilley1@StBarts.covmat.org) for an informal discussion about the post.

Please note the closing date for applications is 1<sup>st</sup> June 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 8<sup>th</sup> June 2026.

# Job Description

## KEY PURPOSE

As Academy Business Partner your role will be to focus on the business side of academy leadership to enable the Headteachers to focus on teaching and learning.

## ACCOUNTABILITIES

The appointee will be line managed by the Headteachers 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.

## PRINCIPAL RESPONSIBILITIES

- The Academy Business Partner is the academies leading support staff professional and works as part of an academy Senior Leadership Team to assist the Headteachers in their duty to ensure that the academy meets its educational aims by allowing the senior leaders to focus on teaching and learning. The Academy Business Partner will follow Trust processes and procedures to facilitate this. The Academy 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 Academy 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 Academy Business Partner is responsible for Financial Resource management; Administration management; Management Information and ICT; Human Resource management; Facility & Property management; Health and Safety management and Data Protection management for the Academy.
- The Academy 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 when required, and Academy Governance Committee meetings where relevant.

Negotiate and influence strategic decision-making within the academy Senior Leadership Team whilst working within Trust parameters.

- In the absence of the Headteachers and in consultation with the Trust's central team, take delegated responsibility for Financial, Operational, People Team and other decisions.
- Plan and manage change in accordance with the academy improvement plan.
- Lead and manage all non-teaching academy support staff.
- Ensure rapid and effective communication of Trust and academy policies to staff, volunteers and AGC Members and monitor compliance.
- Ensure compliance 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.

### **Financial Resource Management – reporting to the Trust's central finance team**

- Prepare a 3-year academy budget (which is aligned to the Trust's Strategic Plan and the trends and requirements of the Academy's Improvement Plan) for the Headteachers to recommend to the central finance team.
- Assist in the overall financial planning process and develop a long-term financial strategy for the future development of the academy.
- Oversee the academy's finance function including ordering, processing and payment for all goods and services and ensure that monthly, termly and annual tasks are completed.
- Manage the Academy's bank accounts, ensuring that a full reconciliation to trial balance is undertaken at least once per month.
- Oversee the payment of academy salaries and wages including PAYE, Pensions and National Insurance Contributions.
- Actively monitor against the agreed budget every month according to the Trust's month end deadlines.
- Oversee the academy's specific procurement to ensure proper control of expenditure. Ensure any new proposals create and maximise the value from the resources used to achieve value for money. Liaise with the central Finance and Operations and Compliance Teams to seek opportunities for economies of scale.
- Negotiate, manage and monitor contracts and Service Level Agreements for school specific expenditure.
- Use financial management information and benchmarking of other similar schools to compare spending, analyse trends and identify opportunities for greater efficiency.
- Identify and inform the Headteachers and central finance team of the causes of any significant variances and take prompt corrective action.
- Provide ongoing budgetary information to relevant people.
- Advise the Headteachers and Chief Finance Officer if fraudulent activities are suspected or uncovered.
- Assist the internal and external auditors.
- Identify additional finance required to fund the school's proposed activities and lead the development of income generation by seeking grants and writing bids.
- Maximise income through lettings and other activities.
- Present timely and fully costed proposals, recommendations, or bids.
- Work with the central Operations and Compliance and Finance teams to put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate

agreed costs and repayment schedules.

- Monitor the effectiveness and implementation of agreements and contracts for the supply of goods and services.
- Work with the central Operations and Compliance Team to negotiate and ensure best value in the procurement of supplies and services, ensuring compliance with public sector procurement legislation and Trust procurement policies.
- Ensure robust financial controls are in place and compliance with the Trust's Financial Regulations, procedures, and the Scheme of Delegation.

### **Administration Management – reporting to the academy Headteachers**

- Manage the whole academy administrative function and lead non-teaching support staff.
- Design and maintain administrative systems that deliver outcomes based on the academy's aims in line with wider Trust guidance.
- Define responsibilities, information and support for staff and other stakeholders.
- Follow Trust processes.
- Establish and use effective methods to review and improve administrative systems in line with Trust processes.
- Use data analysis, evaluation, and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Prepare information for publications and returns for the DfE, Trust, LA and other agencies and stakeholders within statutory guidelines.
- Ensure consistent Trust branding is used in the academy.

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

- Consider approaches for existing use and future plans to introduce or discard technology in the school, working in line with the Trust ICT strategy.
- Consult with relevant people (including the Head of Operations and Compliance and the Data Protection Officer) and other parties to introduce new technology or improve existing technology for different purposes, in line with the Trust ICT strategy.
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money, and in line with the Trust ICT strategy.
- Communicate strategy and relevant policies, including Data Protection for use of technology across the school.
- Establish systems to monitor and report on the performance of technology within the school.
- Ensure resources, support and training are provided to enable colleagues to make the best use of available ICT including teaching, learning and assessment systems.
- Ensure contingency plans are in place in the case of technology failure, in line with the Trust ICT strategy.
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.
- Maintain asset management information in line with trust procedures and policies.
- Contribute to the implementation of Trust ICT strategy.

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

- Work alongside the central People Team following processes, procedures and policies.
- Ensure payroll deadlines are achieved on a monthly basis and reconcile the final output reports.
- Ensure all Trust policies are clearly communicated to all staff in the academy ensuring people have a clear understanding of the policies and procedures and the importance of putting them into practice.
- Ensure that all Trust recruitment procedures are followed having particular regard to Safer Recruitment and KCSIE and the wider safeguarding obligations.
- Take responsibility for the SCR compliance, ensuring all checks are in place for employees, volunteers, AGC members, self employed, agencies and contractors.
- Deliver performance reviews for direct reports and ensure the process is undertaken for all other staff.
- Work with the central People Team for support and expertise in relation to HR issues.
- Engage fully with the HR Information System (HRIS) to include recruitment, induction, CPD, performance management, leavers etc.
- To ensure delivery of all HR administration tasks as detailed in the Academy Administration Task List/ Manual
- To ensure all HR administration tasks are completed in a timely manner in line with guidance and procedures

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

- Ensure the safe maintenance and security operation of all school premises and physical assets.
- Manage the planned and reactive maintenance of the school site including the purchase and repair of all furniture and fittings.
- Ensure the continuing availability of utilities, site services and equipment, working with the Trust Operations and Compliance Team in relation to related contracts and SLAs.
- Follow Trust processes and procedures and sound practices in estate management and grounds maintenance.
- Monitor, assess and review contractual obligations for outsourced school services.
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively, in collaboration with the Trust Operations and Compliance Team.
- Work with academy based staff to ensure regular compliance testing is completed and records maintained as required for buildings, materials, hazardous substances, water, appliances, services etc.
- Ensure premises risk assessments are in place and fit for purpose.
- Maintain 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.
- Report significant issues relating to the site to the Trust Operations and Compliance Team, including future capital project requirements.
- Work with Estates and Facilities Business Partners to develop and deliver building improvement projects, including supervision of relevant planning and construction processes in line with contractual obligations.
- Work with the Operations and Compliance team to ensure effective tendering and management of contracts for work done by external contractors.
- Ensure academy disaster recovery procedures are robust.

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

- Act as the school’s Health & Safety Co-ordinator and Fire Officer.
- Liaise with the Trusts Health and Safety Advisors and act upon any reports and action plans.

- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the Trust's written health & safety policies and procedures are clearly communicated and available to all.
- Ensure the health & safety policy, health and safety standards and H&S law are implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Enable regular consultation with staff on health and safety issues.
- Ensure systems are in place to enable the identification of hazards and risk assessments and safe working practices in respect to COSHH.
- Ensure systems are in place for effective monitoring, measuring, and reporting of health and safety issues to the Academy Senior Leadership Team, and where appropriate the Head of Operations and Compliance.
- Ensure the maximum level of security consistent with the ethos of the school.
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.
- 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.
- Advise staff, managers and AGC Members in relation to data protection and GDPR.
- Act as a Privacy Champion for data protection across the school.
- Ensure data protection incidents are logged.
- Assist 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 Academy Business Partner 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 \(www.gov.uk\)](http://www.gov.uk)

**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 Headteachers reserve 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	A-Level, BTEC or equivalent level 3 qualification plus English and Maths at minimum GCSE A – C (or equivalent)	✓		✓	✓	
2	Degree or equivalent level qualification		✓	✓	✓	
2	Additional qualification in Finance, HR, Operations or School Business Management		✓	✓	✓	
3	Demonstrable success of delivering an operations strategy	✓		✓	✓	
4	Experience of developing operational reporting systems	✓		✓	✓	
5	Experience of working with senior stakeholders to develop strong operational understanding	✓		✓	✓	
6	Strong IT skill set	✓		✓	✓	
7	Strong project management, planning and development experience	✓		✓	✓	
8	Experience of handling commercial contracts and contractors	✓		✓	✓	
9	Experience of financial planning and budget management	✓		✓	✓	
10	Experience and knowledge of academy operations	✓		✓	✓	
11	Experience and knowledge of the many statutory requirements of multi academy trusts	✓		✓	✓	
12	Experience and knowledge of multi academy trust compliance	✓		✓	✓	
13	Data Protection experience	✓		✓	✓	
14	Knowledge of core IT infrastructure and networks		✓	✓	✓	
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		✓	✓	✓	

Personal Qualities						
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	✓		✓	✓	
Other						
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	✓		✓	✓	

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

Signed .....

Date .....

