

# Cluster Business Partner Stretton CE Academy St Bartholomew's CE Academy



## Are you the right person for this key role within the Trust?

The Diocese of Coventry Multi Academy Trust is at a transformational point on its aspirational journey to achieve educational excellence for all.

The Cluster Business Partner will focus on the operational side of academy leadership, influencing strategic decision making, and taking responsibility for Administration and MIS Management, Resource management and compliance, Estates and Facility Management, Health & Safety, Data Protection Management. You will support the central Finance & HR teams. All of this will support the Headteacher to focus on teaching and learning.

These newly created posts will report to the Headteacher but will also be accountable to central team Heads of department.

This is a fabulous time for you to come on board and help shape the way forward.

### 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.

Academy visits are encouraged. To book an appointment please email [clusterhr@covmat.org](mailto:clusterhr@covmat.org) and the team will contact you to arrange a convenient time.



37 hours per week, 52 weeks per year, flexibility considered to include part time and or term time only

**Salary: Scale J points 20-23**  
£30,395 - £32,798 pro-rata, plus benefits

**Start Date:**  
As soon as possible

**Closing Date:**  
Sunday, 18 September 2022

**Interview Date:**  
Week commencing 26th September 2022

For full information please visit:  
[www.covmat.org/vacancies](http://www.covmat.org/vacancies) Please return completed applications to [clusterhr@covmat.org](mailto:clusterhr@covmat.org)