

Candidate Information

Administrative Officer to Academy Business Partner
Queens CofE Academy & St James CofE Academy

About the Multi Academy Trust



The Trust

The Diocese of Coventry Multi Academy Trust Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

Our Vision

Our vision, based on John 10:10, is for every adult, every child and every academy in our trust to come together in order that we may pursue life in all its fullness. We have a vision of building a better future for all within our academies, who in turn will positively impact their communities.

Our Strategic Goals

To achieve our object, mission and vision, we will focus on the following five high-level goals:

- Deliver excellent education;
- Ensure strong and effective governance at all levels;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Drive sustainable growth

About the Role

The Trust is looking to appoint an inspirational and highly effective Administrative Officer who is committed to supporting the Multi Academy Trust 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
- Part-time, 26 hours per week over 4 or 5 days
- We are offering a salary of £13,493 per annum FTE £21,968
- 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 Alex Saika at Alex.Saika@covmat.org to make arrangements.

Please note the closing date for applications is Midnight, 25th June 2023. Completed applications and supporting documents should be sent via email to linda.white@queens.covmat.org

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

Interviews will take place on: TBC

Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,700 Multi Academy Trusts in England. Highlighted as a leading diocesan Trust and a model of good practice by the Department for Education in 2016, the trust is now home to nineteen academies spread across the Diocese of Coventry. This scale makes us one of the top 150 largest Multi Academy Trusts in the country.

Our vision, "together, pursuing life in all its fullness", is based on John 10:10 and reflects the Church of England's vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategy focuses on five core aims. Among these are the desire to offer an **excellent education** and to be an **employer of choice**. To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 4,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development for ambitious people, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme. In addition, there is a superb package of employment benefits, including access to the Cycle to Work Scheme, membership offers and retail discounts.

We are proud to tell people that an academy has never dropped an Ofsted grade under our management and our most recent SIAMS inspection resulted in an "excellent" judgement. But we are not standing still and you would be joining the trust at an important stage in our development. We are on the verge of another period of growth, we are reviewing our school improvement offer and our central support structure, and our pupil numbers continue to rise.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

Michael Cowland, CEO

Our Diocese

Church schools in the Coventry Diocese, work in partnership with their local Church to worship God, make new disciples and transform communities, whilst delivering excellent education. The schools' team at the Diocesan Board of Education support and equip local partnerships between schools, governors, parishes and clergy by:

- 'Championing the role of the Church in Education;
- Protecting and developing the historic Church investment in education;
- Promoting the establishment of new Church schools;
- Enabling Flourishing for all in Church School communities;
- Facilitating creative and flexible partnerships between schools;
- Encouraging collaboration to ensure excellence and distinctiveness across the family of Church schools;
- Supporting the professional development of staff, governors, clergy and church workers;
- Support the process of Academy conversions;
- Providing pastoral support to school leaders and governors

April Gold, Diocesan Director of Education

At St James' God's love and light support all members of the academy community to unlock their potential, so that everyone has a joy in lifelong learning and are enabled to flourish. No matter who you are, what your background is, your faith or beliefs, at St James' you are loved.

SIAMS Inspection, November 2021

The deeply motivating Christian distinctiveness of this school drives every aspect of academy life. Its impact is to transform the lives of staff and pupils. Worship centered on 'love in action' powerfully binds adults and pupils together in a bond of care and mutual respect.

SIAMS Inspection, May 2022

'I believe that schools are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.

The Diocese is proud of its Church of England Schools which educate about 17,000 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working in the values of Jesus Christ every day. Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

Bishop Christopher



Our Academies



St Laurence's CofE Primary School
Old Church Road
Coventry
CV6 7ED



St Oswald's CofE Academy
Addison Road
Rugby
CV22 7DJ



St Bartholomew's CofE Academy
Bredon Avenue, Coventry
CV3 2LP



St Michael's CofE Academy
Hazel Grove
Bedworth
CV12 9DA



Queens CofE Academy
Bentley Road
Nuneaton
CV11 5LR



Leamington Hastings CofE Academy, Birdingbury Road Hill,
Leamington Hastings, Rugby
CV23 8EA



Stretton CofE Academy
Stretton Avenue
Coventry
CV3 3AE



Leigh CofE Academy
Plants Hill Crescent
Tile Hill, Coventry
CV4 9RQ



St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF



Salford Priors CofE Academy
School Road
Salford Priors, Evesham
WR11 8XD



Harris CofE Academy
Harris Drive
Overslade Lane, Rugby
CV22 6EA



All Saints CofE Academy LW
Warwick Road
Leek Wootton, Warwick
CV35 7QR



St Nicolas CofE Academy
Windemere Avenue
Nuneaton
CV11 6HJ



Burton Green CofE Academy
Hob Lane
Burton Green, Coventry
CV8 1QB



Studley St Mary's CofE Academy
New Road, Studley
B80 7ND



Long Itchington CofE Academy
Stockton Road
Long Itchington, Southam
CV47 9QP



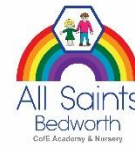
St John's CofE Academy
Winsford Avenue
Coventry
CV5 9HZ



Southam St James CofE Academy
Tollgate Road
Southam
CV47 1EE



Central MAT Office
The Diocese of Coventry Multi
Academy Trust
The Benn Education Centre
Craven Road
CV21 3JZ



All Saints Bedworth CofE Academy & Nursery
Off the Priors, Mitchell Road
Bedworth
CV12 9HP

Administrative Officer to Academy Business Partner

Job Description

KEY PURPOSE

Under the direction of the Academy Business Partner to provide operational administrative and finance support to Queens Church of England Academy and St James Church of England Academy, working across two sites.

To manage daily and monthly financial processes and procedures, ensuring compliance with the Academy Trust Handbook (AFH) and DMAT financial regulations and procedures. To include:

- Compiling Goods Requisitions prior to order
- Input of Orders onto PSF financial software
- Input of Goods Received Notes onto PSF
- Input of Invoices onto PSF
- Preparing Paylists for BACS payments
- Input of petty cash receipts and staff expenses onto PSF
- Completing new supplier paperwork
- Filing financial documents
- Monthly petty cash reconciliation
- Monthly checking of outstanding commitments on PSF
- Supporting Academy Business Partner with monthly management accounts process including month end routines and reconciliations
- Supporting annual audit process with copying of documents and queries
- Assisting Academy Business Partner with financial administration to trial balance, including accounts payable, accounts receivable, bank reconciliation, intercompany accounting, query management

ACCOUNTABILITIES

The appointee will be line managed by the Academy Business Partner

PRINCIPLE RESPONSIBILITIES

To provide an effective administrative and financial support service to internal and external stakeholders. To contribute to the ongoing development and improvement of financial processes and procedures including identifying areas for improvement and implementing change as required. To undertake any reasonable additional duties commensurate with the role.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Administrative Officer 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 Headteacher 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

		Measured By				
		Essential	Desirable	Application	Interview Process	References
Personal Qualities, Qualifications and Experience						
Qualifications and Experience						
1	Right to work in the UK	X				
2	GCSE Grade C or above or equivalent in Maths and English	X				
3	AAT or qualified by experience	X				
4	Previous experience of working within the not for profit, education or charity sector		X			
Professional Experience and Knowledge						
1	Previous finance experience including accounts payable, accounts receivable, account reconciliation, query management (ideally in the education/charity sector)	X				
2	Experience of Managing Priorities in a pressurized environment whilst meeting agreed deadlines/timescales	X				
3	Good communication skills – written and verbal	X				
4	Ability to challenge constructively and effectively		X			
5	Ability to use a range of IT programs including Excel, Outlook Word		X			
6	Have a willingness to demonstrate commitment to the Christian values and behaviours which flow from the MAT ethos	X				
7	Awareness of issues and initiatives within a Multi Academy Trust and the education sector		X			
8	Experience of working within the education sector e.g. Multi Academy Trust, academy, school		X			
9	Experience of charity SORP accounting		X			
10	PSF Experience		X			
Skills and Abilities						
1	Experience of building and maintaining good working relationships	X				
2	Listens well, communicates clearly and fluently	X				
3	Demonstrably excellent written and oral communication skills	X				
4	Relates well to people at all levels, and with staff and pupils	X				
5	Demonstrably strong administrative and organization skills	X				
6	Works productively in a high pressure environment	X				

7	Works in a systematic, methodical and orderly way	X				
8	Follows procedures and policies	X				
9	Manages time effectively and able to multi task to meet deadlines	X				
10	Detail orientated and able to take ownership of tasks and work with minimal supervision	X				
11	Ability to challenge constructively and effectively	X				
12	Possesses effective problem solving skills	X				
Personal Qualities						
1	Maintains confidentiality and discretion	X				
2	Adapts to the team and helps to build team spirit	X				
3	Maintains a positive outlook at work	X				
4	Has a flexible and enthusiastic approach	X				
5	Focuses on school needs and satisfaction	X				
6	Achieves high standards for quality and quantity	X				
7	Motivated to continually improve standards and achieve excellence above norms	X				
8	A willingness to undertake continuing professional development	X				
9	Resilience and determination to support finance processes	X				
10	Genuine passion and a belief in the potential of every pupil	X				
11	Commitment to the safeguarding and welfare of pupils	X				
Other						
1	Promotes and defends equal opportunities	X				
2						
3						
4						

I **(name)** hereby confirm that I have received a copy of the Job Description for the post of **Administrative Officer to Academy Business Partner, shared between Queens CofE and St James CofE Academy.**

Signed

Date