



## Blue Coat Church of England Academy Senior Administrator Manager

**35 hours per week**

**NJC 19-22 (dependant on experience)**

Are you a skilled and adaptable administrator? Are you committed to supporting the work of a school to provide the best possible provision for students? Do you thrive on working as part of a team where every day is different and presents a new challenge? If so then this could be the job for you!

We are seeking to appoint a Senior Administrator to work as an additional member of the school Data Team. This is a new role and has scope to develop further in the future.

The successful candidate will play a key role to support effective administration in school including supporting school reception, marketing, aspects of finance management as well as general administration work. We require staff who are excited by this opportunity and who are ready to embrace this challenge, supporting us in delivering a great local school for our local community. For all of us, staff, Governors, children and parents/carers, this is a once in a lifetime opportunity to make a difference to students' lives.

The school has been rated as 'Good' by Ofsted, most recently in January 2023:

**"Blue Coat Church of England Academy is an inclusive school where kindness flourishes. The school's values include wisdom, service, endurance and hope. The school's culture is rooted in these values. There are positive relationships between staff and pupils. Staff know their pupils well, and pupils feel cared for. Staff have high expectations, and pupils live up to these."**

Blue Coat Church of England Academy is one of the oldest educational establishments in Walsall, is well-respected and valued by the community it serves. We operate on a very collaborative approach to school improvement working with a range of other schools and nationally recognised trainers. The school is very proud of the family ethos which pervades all aspects of its work, which is grounded in Christian values. The school has recently been awarded the Rights Respecting Schools Silver Award, demonstrating our commitment to embedding the principles of the UN Convention on the Rights of the Child into our ethos and curriculum.

In order to be considered for interview, you must fully complete the application form and demonstrate your ability to meet the requirements outlined in the job description. The application form must be completed in full and C.V.s cannot be accepted. Please refer to school website for an application for and job description:

<https://www.bluecoatacademy.org/vacancies/>

**Closing date: Thursday 5<sup>th</sup> December 2024**

**Interviews will take place, in person, on Wednesday 11<sup>th</sup> December 2024**

**Applications to be returned to [applications@bluecoatacademy.org](mailto:applications@bluecoatacademy.org)**



Indicative Salary (Point 19= £25,388 Point 22= £26,685)

*Blue Coat Church of England Academy is committed to the highest standards of safeguarding and promoting the welfare of pupils. All staff and volunteers are expected to share this commitment. This post is subject to enhanced DBS disclosure and a 'prohibition from teaching' check will be completed for all applicants. We are committed to the active promotion of equal opportunities and welcome applications from all backgrounds.*