

**BLUECOAT BEECHDALE  
ACADEMY**

**CLOSING DATE: 1ST AUGUST 25**

**JOB DETAILS: FIXED TERM - 1 YEAR. FULL TIME,  
ALL YEAR ROUND.**

**SALARY: GRADE 6 - £25,584 - £27,711 FTE**



**OFFICE  
ADMINISTRATOR**



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**SHAPING OUR SCHOOL FOR SUCCESS**



# WELCOME TO BLUECOAT BEECHDALE ACADEMY



Bluecoat Beechdale Academy is so much more than a school. We are a vibrant, inclusive hub at the heart of our community, supporting young people and their families to unlock potential and drive real social mobility in the area. Our committed staff team have a strong moral purpose and believe in the transformative power of education, not only to achieve vital qualifications but to develop character. If you are looking for a role where your work will have meaningful impact, join our diverse and unique school where you will be a part of something much bigger.



## WHAT MAKES US UNIQUE?

What truly sets our school apart is the way we support every student to thrive — not just academically, but personally and socially too. We have a dedicated non-teaching pastoral team that plays a central role in student wellbeing, ensuring no one slips through the cracks.

We believe all students have the right to disruption-free learning, and our behaviour system is rooted in a rewards-first culture that recognises and celebrates positive contribution.

Our curriculum, shared across the Archway Learning Trust, is carefully designed to provide high challenge and high support, giving students a consistent, ambitious learning experience. Every Friday, we host Proud Fridays, where we showcase and celebrate the fantastic work our students produce across the school.

We are extremely proud of the enrichment programme that offer – shaped around four cornerstones: supporting **academic** excellence, providing meaningful life **experiences**, raising **aspirations**, and building strong **community** connections.

Our approachable and flexible leadership team are committed to listening and supporting our staff and responding to their needs. The leadership team are dedicated to growing talent from within, creating a culture of collaboration and continuous coaching.

We're a school with a big heart, and a real belief in what education can do.

# CASE STUDY

HERE WE MEET WITH 2 OF OUR STAFF MEMBERS WHO HAVE HAD EXCEPTIONAL JOURNEYS WITH THE LONG EATON SCHOOL

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## YEAR LEADER VEQAS IQBAL

Veqas joined Bluecoat Trent as a Behaviour TA Level 2 with career aspirations to become a Year Leader.

"It's always been my passion as I have a duty of care for kids, getting the best out of them when they're here, everyone that comes through that gate comes from a different background, a different story",

He was given opportunity to shadow and through his hard work he was promoted to Year Leader in June 2024. "My job is to build up positive relationships with both the students and parents. It comes with it's challenges but I absolutely love it. I've had support from the Academy, the Trust, SLT and the Principal. I've seen first hand the impact we have."



## BEHAVIOUR & INCLUSION LEAD KYLE DIXON

Kyle started his Archway journey as a student here, leaving to become a professional footballer until an injury brought him back to us.

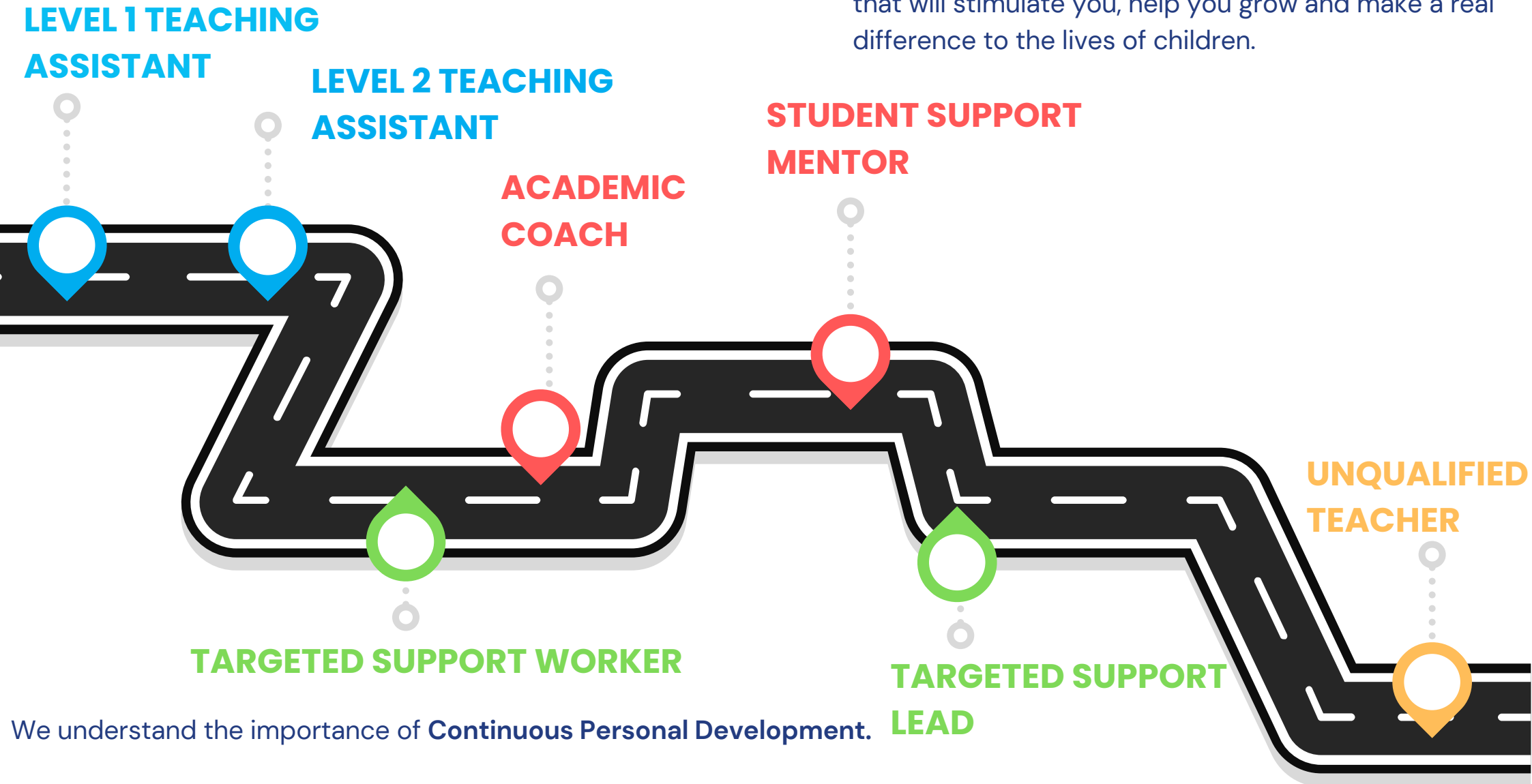
From Bluecoat Wollaton as Cover Supervisor, then Bluecoat Aspley as Student Support Lead and Manager, he jumped at the chance to work with Claire McManus again, as Bluecoat Trent's Behaviour and Inclusion Lead.

"Claire is very open in terms of saying, you tell me the issues, we'll try and work it out. We'll speak about it in SLT, and then we'll come up with a solution. When it comes to thinking, do I enjoy my job? Do I want to go into today because I'm a bit tired? You do push on, because you think about someone that's like that, you want to work harder for them."

# CAREER PATHWAYS

Personal development is a cornerstone of our ethos.

Archway offer rich, vibrant and interesting careers, that will stimulate you, help you grow and make a real difference to the lives of children.



We understand the importance of **Continuous Personal Development**.

We offer clear and structured **career pathways** to our teams, whether you are an aspiring leader or looking to deepen your expertise in a particular area, we support your ambitions with tailored professional development programs, apprenticeships, leadership training, and opportunities to take on new challenges and responsibilities.



# ABOUT THE ROLE

## OFFICE ADMINISTRATOR

### Reporting to: Administration Manager

Start date: 1<sup>st</sup> September 2025

Salary: Grade 6 – From £25,584 – £27,711 FTE

Location: Bluecoat Beechdale Academy,  
Harvey Road, Bilborough, Nottingham, NG8  
3BB



#### Role Overview

Are you ready to make a real impact in a dynamic, fast-paced environment? Archway Learning Trust is looking for a driven, enthusiastic, and dynamic individual to join our team as a Office Administrator at our Bluecoat Beechdale Academy. This is not just a job; it's an opportunity to be part of an organisation dedicated to working together to transform lives.

At Archway Learning Trust, our mission is to collaborate and transform lives through education. Schools are vibrant and ever-evolving places to work, where no two days are the same. We believe in the power of passion, drive, agility and the ability to reprioritise quickly to meet the diverse needs of the communities we serve.

The ideal candidate will be highly organised with excellent administrative skill, an excellent communicator with strong interpersonal abilities and capable of maintain composure in a bustling educational setting.



[Bluecoat Beechdale Academy - Our School](#)



# PERSONAL SPECIFICATION

- A strong communicator who can adapt their style to fit the need, whether it be e-mail, verbally or face to face.
- Previous experience of busy reception areas or administrative offices, requiring the ability to prioritise a busy and varied workload.
- Holds an NVQ 2 or equivalent qualification or experience in Business Administration or relevant discipline.
- Must possess or be willing to train for the First Aid at Work or Emergency First Aid at Work qualification.
- Confident using ICT applications, including Microsoft Packages and databases.
- Ability to create and analyse data.
- Confidence and the ability to work independently.
- Ability to work as part of a team understanding school roles and responsibilities and your own position within these.
- Previous experience of busy receptions areas or administrative offices.
- Willingness to support the Christian Values of the Trust

*It's a family here and everyone helps one another out.*

*If someone is struggling, there's always someone around and usually with chocolate.*



# SPECIFIC RESPONSIBILITIES

- Make maximum use of the Academy's communications portals, ensuring correspondence is effective and enhance the academy's visibility and reputation.
- Facilitate effective internal communications within the academy, ensuring transparent and timely dissemination of information to all staff members.
- Manage a calendar of all upcoming events and significant dates, advertising on appropriate social media platforms to reach a broad audience. Schedule regular posts about events, achievements, and updates.
- Regularly update the Academy's website to ensure it complies with all regulatory standards. Use the Trust's Audit form as a checklist to ensure all updates are completed.
- Support the planning, allocating, and effective delivery of work experience programme, including building and maintaining relationships with employers to ensure smooth operations. Responsibilities also include developing and maintaining an employer database, answering queries via telephone, email, and in-person, and ensuring all statutory requirements regarding health and safety are met through thorough checks and reviews.





# SPECIFIC RESPONSIBILITIES

- Ensure all telephone and personal enquiries are dealt with efficiently and effectively in a way which promotes a positive image of the Academy.
- Undertaking any other duties, which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.
- Manage the necessary paperwork for student suspensions and permanent exclusions, ensuring accurate information and submitting appropriate correspondence. Collate information for reintegration meetings to support year leaders.
- Provide first aid assistance to staff, students and visitors as and when necessary; having oversight of the collation of necessary information for first aid investigations.
- Support the provision of a comprehensive reception service, including greeting visitors to the Academy and ensuring relevant safeguarding checks are made, including receiving parents and students, dealing with general enquiries face to face or by telephone; taking messages or referring matters to the appropriate person.
- Proactively take responsibility for ensuring visitor information is provided in advance of their arrival where possible, enforcing the correct safeguarding procedures are followed.



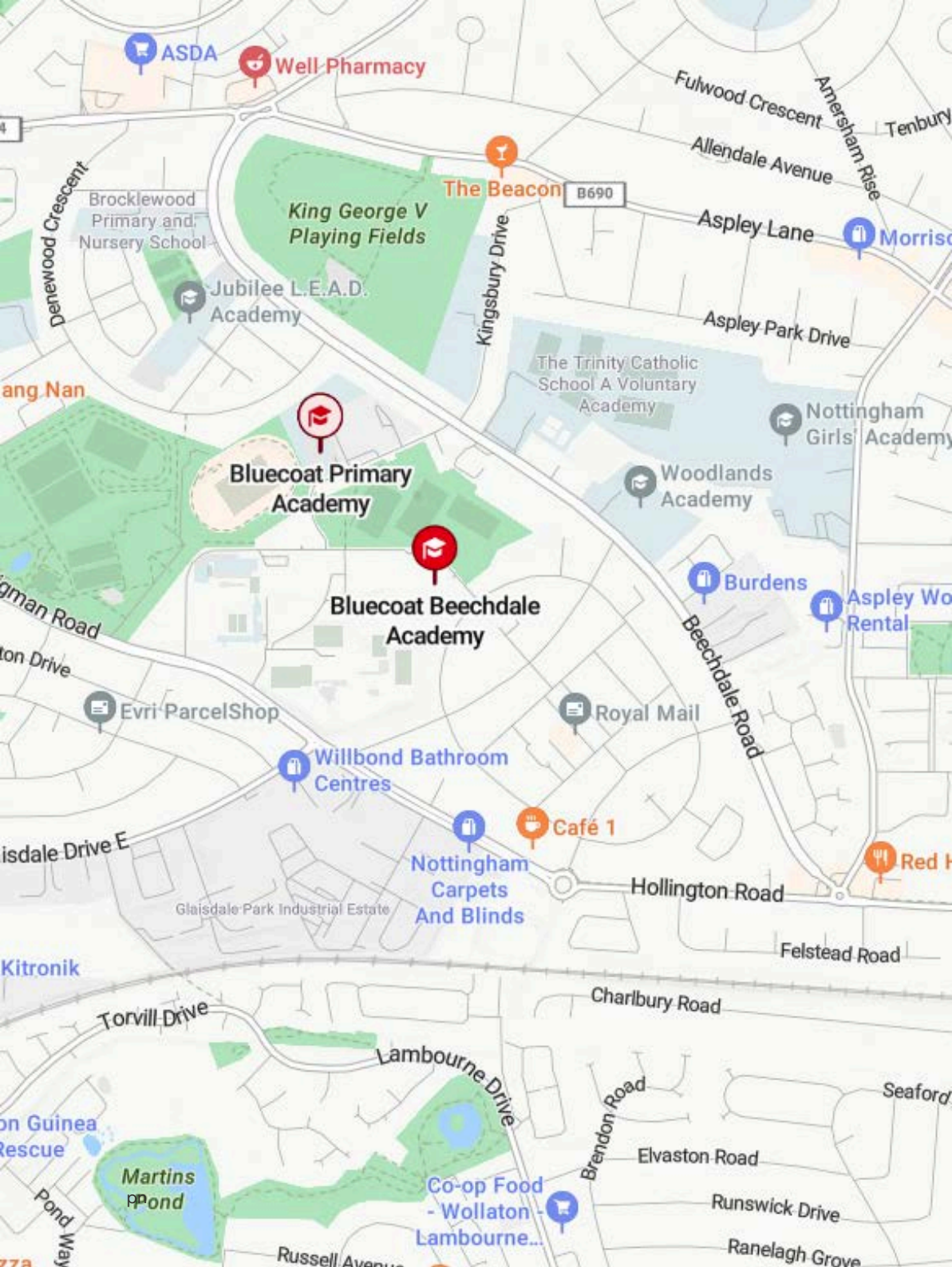


- Undertake a comprehensive range of administration tasks, ensuring prioritization and meeting deadlines.
- Perform general office duties such as answering calls, minute taking, and photocopying.
- Enter and retrieve data related to students on the MIS database and other software packages as required.
- Assist with student welfare duties, dealing with sick students, liaising with parents/carers, and resolving complex student matters.
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## SPECIFIC RESPONSIBILITIES





## BLUECOAT BEECHDALE ACADEMY

Harvey Road  
Bilborough  
Nottingham  
NG8 3BB

0115 900 7245

[Link to virtual tour](#)



# HOW TO APPLY

For an informal chat about the role or to arrange a school visit, please contact:  
[hr@archwaytrust.co.uk](mailto:hr@archwaytrust.co.uk)

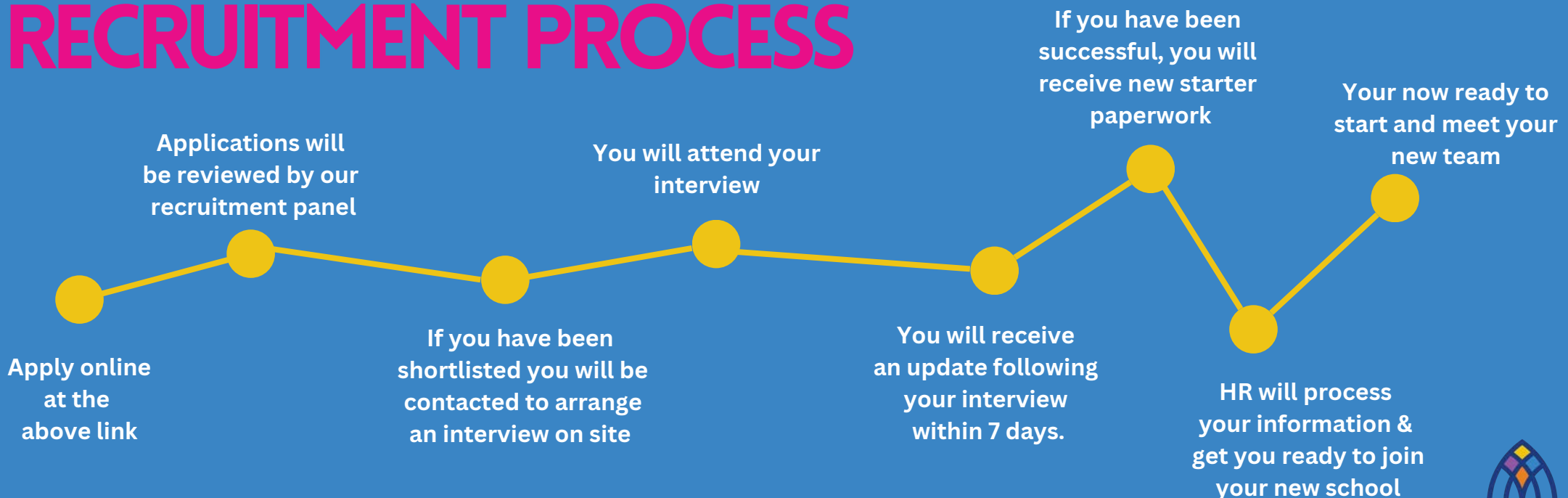
# 1

Please read our 'Safer recruitment' statement on the following pages below.

# 2

Follow this [link](#) to complete an online application form: The deadline for application is 1st August 2025. Applications will be reviewed once the advert has been closed.

## RECRUITMENT PROCESS



# MESSAGE FROM THE CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

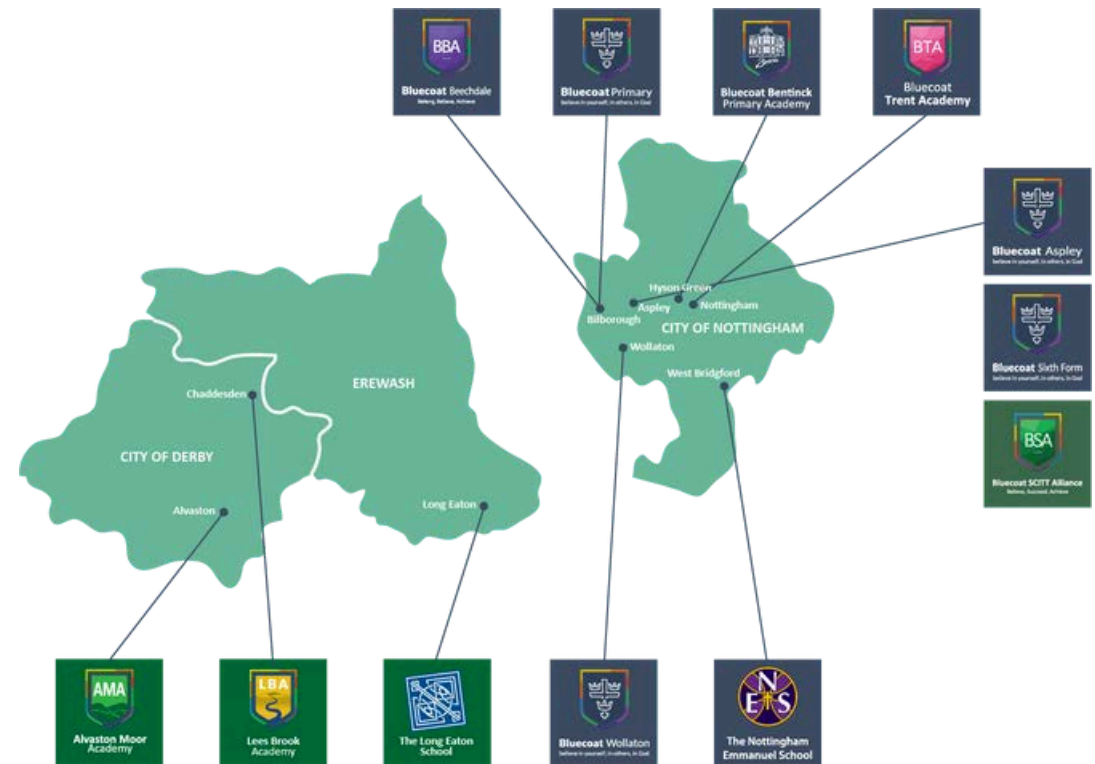
School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

We serve 11 Schools plus our SCITT facility, and are always looking for opportunities to expand our portfolio in the Nottingham and Derbyshire areas.

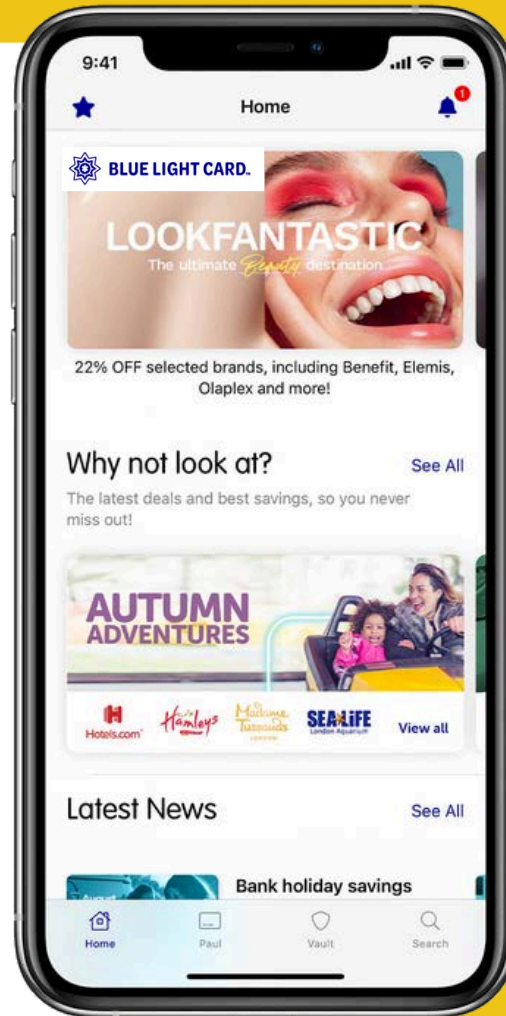
We believe in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies. We have a history of making schools better, serving disadvantaged communities and believe that we have a moral imperative to deliver for every child.



# ARCHWAY BENEFITS



**BLUE LIGHT CARD™**



- From day one our employees are entitled to a range of Archway benefits to include shopping discounts and competitions:
- A free and confidential employee assistance programme offering counselling and advice
- Access to Teachers' Pensions
- Access to discounts across many retailers with the Blue Light Card
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development



# SAFER RECRUITMENT

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people under the guidance of KCSIE (**Keeping Children Safe in Education**). In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

## Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the **Rehabilitation of Offenders Act 1974** (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

## Interview

Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

## References

References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided. Online searches Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. Probation All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Archway Learning Trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

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## Equal Opportunities

Archway Learning Trust are dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. We are committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact [hr@archwaytrust.co.uk](mailto:hr@archwaytrust.co.uk)