



The Blue Coat School

Founded by the Church of England in 1722



Information Booklet for Job Applicants
HR Manager



THE BLUE COAT SCHOOL'S VISION:
LIMITLESS LEARNING
FOR TOMORROW'S ACHIEVERS



LIMITLESS LEARNING FOR TOMORROW'S ACHIEVERS



The Blue Coat School is an Independent Day Preparatory School offering an outstanding educational experience to over 600 boys and girls, aged 3 to 11 years. Occupying a beautiful site in Edgbaston, in 15 acres of playing fields and gardens, it is a thriving community where children achieve great things, not just academically but in all areas. Our extensive Co-Curricular programme offers opportunities beyond the classroom and nurtures well-rounded children, preparing them for life beyond Blue Coat.

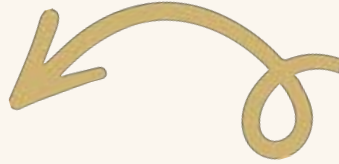
Originally set up as a charity school 'for the purpose of maintaining poor children' in the centre of Birmingham, BCS relocated to Harborne in 1930 and has since become one of the largest IAPS Prep Schools in the country. A generous Bursary scheme continues to offer the opportunity of a Blue Coat education to all.

Founded by the Church of England, Chapel life remains a big part of the weekly school routine and Prep parents and staff join Chaplain for a weekly service. Meanwhile in Pre-Prep, Chaplain leads a weekly assembly for the children. Our diverse school community is representative of the local area and welcomes pupils of all faiths and none. Respect and multicultural understanding are fostered through our BCS Values which promote patience, respect and kindness. The Blue Coat School is a stimulating and rewarding place to work, in the company of enthusiastic and dedicated staff. It has excellent resources, which are used to provide enjoyable and imaginative learning.

Pupils consistently achieve outstanding results and they are well prepared for senior school entrance examinations. Many progress with the top scholarship offers to the region's most renowned senior schools including the Independent and Grammar Schools of the King Edward VI Foundation, Solihull School, Edgbaston High School for Girls and Bromsgrove School.

The Blue Coat School is a stimulating and rewarding place to work, in the company of enthusiastic and dedicated staff. Our community ethos is very strong, and we maintain the highest expectations of the interpersonal relationships between all stakeholders. The successful applicant will be expected to ensure that the excellent standards of the School are maintained.

PRE-PREP



Our Pre-Prep department begins in the Nursery with children aged 3-4 years. Unlike many schools, we begin with a traditional classroom setting. Children are taught in classes of up to 22, by a qualified teacher who is supported by an Early Years Teaching Assistant.

Learning is primarily through play and exploration but our children make fast progress with their letters, sounds and numbers and are often working well ahead of national expectations. Nursery children have the opportunity to visit our Forest School for two half terms and Reception visit weekly. Nursery also use the Pre-Prep Gym and are taught music by a specialist music teacher.

In Reception, children begin to use other areas in the School such as the swimming pool and music room. Moving to KS1 the school day becomes more structured. In addition to daily maths and English, other subjects are taught such as computer science, humanities and creative arts. The majority are taught by the class Teacher, supported by a Teaching Assistant, but specialist teachers will lead PE, games, swimming and music lessons.



PREP



The Prep School covers Years 3 to 6. Each year group is led by a Year Group Leader and there are also subject leaders who support the curriculum development. The Head of Prep and the Deputy Head Prep are responsible for the day-to-day running of Prep.

In Prep, the children are taught by a number of specialists teachers in dedicated rooms such as the Creative Arts Studio, Computing Centre, Music Centre and newly upgraded Science Laboratories. They become familiar with moving around School and are well prepared for senior school.

Children use individual iPads in all lessons, as well as practical and written resources.

A House system is introduced in Year 3 and children join one of six houses. House Leads meet weekly with their House which spans the whole of Prep and includes members of staff. House competitions ensure that the children work as a team to earn house points or compete for their House in sport, general knowledge quizzes and a House Shout.



FACILITIES



- 1 Year 3 and Year 4 Hubs
- 2 Year 5 and Year 6 Hubs
- 3 The Year 6 Centre
- 4 All Saints
- 5 St Martin's
- 6 Chapel
- 7 Viney Building
- 8 Sports Centre
- 9 The Annexo
- 10 Branson Building
- 11 Wilton Higgs Building
- 12 Centenary Building
- 13 Bissell Building
- 14 Saville Music Centre
- 15 School Hall
- 16 Forest School



The Blue Coat School enjoys an expansive 15-acre campus just three miles from the city centre. With a rich diversity of green spaces, classrooms, specialist facilities, playgrounds, sports pitches and after school social spaces, a big campus soon feels like home to pupils.

The Blue Coat School has a 25-metre indoor swimming pool, AstroTurf pitch and cricket nets, Forest School, IT Suite with recording booth and green screen technology, Music Centre, a Creative Arts Studio, Science Laboratories, Auditorium, School Chapel and extensive playing fields, to name just a few!

Our beautiful and well resourced campus enables us to offer over 120 clubs and activities a week, including activities outside of the curriculum such as chess, Spanish and coding. In addition, senior pupils experience subjects such as cooking, debating, gardening and STEM as part of our Friday afternoon Thinking, Exploring and Doing Programme (TED).

MUSIC

There is a very long and established tradition of excellence in Music at The Blue Coat School, with many children learning one or more musical instruments and many achieving Grade 8 before their final year here.

From Year 2, children can begin to take part in choirs, including the prestigious Chapel Choir from Year 5, orchestras, chamber groups and bands.

The Blue Coat School is fortunate to have a diverse community of pupils from many different cultures, ethnicities, races and religions and we advocate for that diversity to be reflected and celebrated in the music curriculum.





SPORT



With a keen sportsman as Headmaster, it is no wonder that BCS Sport has gone from strength to strength! An extensive fixtures calendar, as well as intra-school competitions offer all children the chance to play competitive sport. We enter many national competitions and have achieved notable success including setting records at the England Schools Swimming Association Finals. BCS have also successfully hosted the IAPS Regional Swimming Qualifiers for the past two years.

The Blue Coat School is proud to have forged close links with local sports clubs and activity providers to enhance opportunities for our children in sport. These partnerships include Diamond Swim Academy, Aston Villa Football Club, Moseley Rugby Club, Edgbaston Golf Club and Edgbaston Priory Club.



PASTORAL

Here at The Blue Coat School, we pride ourselves on providing the best possible pastoral care for children. Our provision is defined by the quality of our relationships with pupils, staff and parents, our strong partnerships and how staff respond to the needs of each and every child.

Every member of staff has responsibility for the children's wellbeing. Everyone works in the best interests of every child to safeguard their welfare and promote their development, and our children are confident in knowing who they can reach out to if they have any concerns or worries.

There is also a dedicated Pastoral Team whose sole purpose at School is to support children in either a 1:1 or in a small group. The Pastoral Team meet every week to discuss pupils' wellbeing. The School's Special Educational Needs Coordinators, Designated Safeguarding Leads, the School Matron and the Chaplain also attend this meeting to ensure there is a holistic approach to pastoral care at The Blue Coat School.

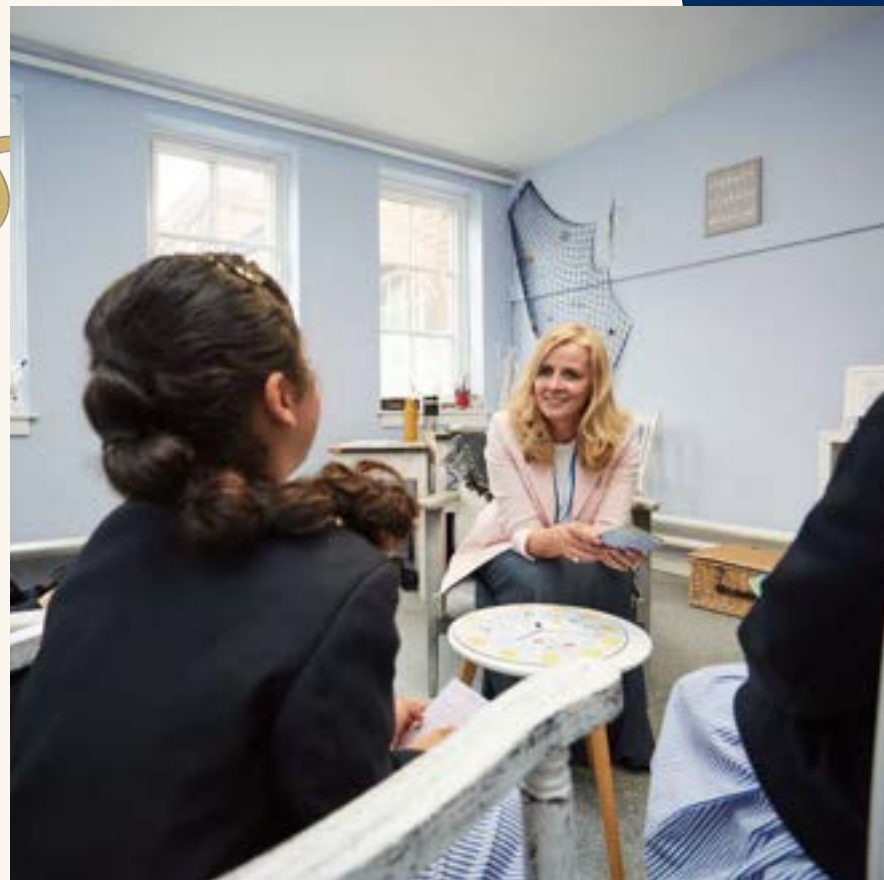


JOINING THE SUPPORT STAFF

The Blue Coat School is an inclusive community and non-teaching staff often play a role in house and playground duties. They are also invited to take part in whole school events.

The admin team enjoy a close working relationship and at the same time, they feel involved in school life and are able to celebrate the successes of the children together.

All staff have access to a range of benefits including ongoing CPD, a delicious free lunch each day during term time, remuneration on fees, access to a 24/7 Employee Assistance Programme, use of fitness facilities, social and wellbeing events and free on-site parking.





JOB DESCRIPTION

HR Manager



Core Purpose of Post

- To promote and safeguard the welfare of all children and young persons for whom the post holder has responsibility and with whom the post holder comes into contact.
- To ensure the Single Central Record is maintained to the statutory requirements and ensure that safer recruitment practices are adhered to.
- To undertake a full range of secretarial and administrative duties and to ensure efficient and effective administrative support is provided to the Bursar.
- To maintain the highest level of confidentiality in all matters including those relating to pupils, parents and colleagues.

Professional Responsibilities

- Exercise loyalty to the Headmaster and to the School, upholding and maintaining its traditions and ethos.
- Set and maintain high standards of work in supporting the teaching and learning, as well as of personal and professional conduct.
- Comply with all regulatory requirements.
- Comply fully with the requirements as set out in the DfE document 'Keeping Children Safe in Education' and any relevant supplementary guidance.
- Comply fully with the requirements as set out in the HM Government document 'Working Together to Safeguard Children' and any relevant supplementary guidance.
- Abide by the School's current systems and structures as outlined in policy documents including the First Aid and Health, Health and Safety and Safeguarding and Child Protection Policies, and take appropriate action in accordance with all such documents as and when necessary.
- Establish and maintain effective working relationships with colleagues and parents/carers.
- Participate as required in meetings with colleagues and parents in respect of the duties and responsibilities of the post.
- Take responsibility for one's own professional development, attending INSET days at the start of each term and attending other relevant courses whenever possible.
- Be punctual and adaptable, and dress in a smart but practical manner.

JOB DESCRIPTION

HR Manager



Job Purpose:

- To provide accurate and timely advice and support on employee relation issues in line with School procedures and legislative requirements
- To cost effectively manage recruitment to ensure appointment and retention of calibre staff in line with job descriptions, person specifications, School procedures and legal requirements
- In conjunction with the Bursar and the Estates and Operations Manager, assist with the management of Health and Safety within the School

Key Performance Areas:

- Work closely with the Bursar and Executive Management Team to provide expert advice to ensure compliance with HR management legislation and best practice.
- Coach and support the Executive Management Team on Employee Relations matters including performance, absence, disciplinary and grievance procedures.
- In consultation with the Deputy Head Pre-Prep and Deputy Head Prep, monitor sickness trigger points for all staff across the School and take appropriate action.
- Review and improve existing HR policies
- Coordinate with the relevant Senior Leadership Team with respect to the selection process so that recruitment is carried out professionally and speedily.
- Work with the Bursar on change management initiatives with respect to HR and ER
- Identify training needs in collaboration with the Executive Management Team, as necessary.
- In consultation with the Executive Management Team, develop annual training plans and organise training in line with needs and available budget.
- Co-ordinate the HR administration communications, systems and processes efficiently.
- Co-ordinate and facilitate orientation for new hires and ensure compliance with all work authorisation documents including right to work, DBs etc.
- Maintain accurate HR records and documentation including employment contracts.
- Work closely with the Bursar and the Estates and Operations Manager to administer Health and Safety systems and oversee compliance.
- Work closely with the Estates and Operations Manager in relation to school residential properties to ensure compliance and prepare and administer the necessary paperwork
- Ensure that the Single Central Register is accurately maintained and fully compliant, including entries for staff, VMTs, external Activity Providers, Governors, Volunteers and Contractors.
- Liaise with the Holiday Club Provider (Team Super Sports) to ensure that their HR procedures are fully compliant.
- Add new staff to the school database and maintain up to date staff lists.
- Distribute accurate annual job descriptions to all staff.

JOB DESCRIPTION

HR Manager



General Duties:

- To participate in the School's staff appraisal system as appropriate. To take responsibility for promoting and safeguarding the welfare of children and young people.
- To present the best possible image of the School in general, and, in particular, in all contact and communications with the general public, visitors, parents, pupils, customers, suppliers and all other external organisations.
- To undertake training and staff development as needed and as determined by the School management.
- To undertake such other duties, commensurate with the post, which the Headmaster and Bursar may reasonably and occasionally require

School Policies and Procedures:

- To adhere to all School policies and procedures, especially those relating to Pupils, Health and Safety, Equality of Opportunity and Human Resources, and the Financial Regulations and Procedures.



PERSON SPECIFICATION

HR Manager



Qualifications/Professional Development

- CIPD qualified or equivalent experience is essential
- Evidence of recent involvement in professional development
- Awareness of Safeguarding principles

Skills and experience

- Experience of working in administration
- Experience of HR work
- Effective verbal and written communication skills
- A high degree of computer literacy (particularly Microsoft office and Google applications)
- An excellent telephone manner
- Good organisational skills and the ability to prioritise and manage tasks
- An eye for detail and accuracy

Personal attributes

- Sympathy with the Christian ethos and activities of the school
- A professional manner and appearance
- Ability to form and maintain positive relationships
- Sensitivity to others and the ability to work co-operatively
- Self-motivated with a positive, professional attitude
- Ability to work as part of a team yet also to work under own initiative
- Calm under pressure
- Wholehearted commitment to the life of a vibrant school community



Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with the professional references.

All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times.



HOW TO APPLY

Application forms, together with a supporting letter addressed to the **Headmaster, Mr Noel Neeson**, should be returned to recruitment@thebluecoatschool.com by **12pm on Friday 3 October 2025**.

Interviews will take place on **Friday 10 October 2025**.

Shortlisted candidates will be invited to attend a formal interview and to undertake an in-tray exercise. There will also be an opportunity to tour the school on the day.



At interview applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications where relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the School. The post is subject to a satisfactory enhanced DBS check (including a Barred List check), a satisfactory online check, a satisfactory medical fitness declaration and satisfactory references. Confidential references will be sought prior to interview.

The Blue Coat School is an equal opportunity employer.

For further details about the school and **an application form** please email recruitment@thebluecoatschool.com

Please note, we reserve the right to close posts and commence interviews at any time, once we have received sufficient applications. We advise you to submit your application as early as possible to prevent disappointment.





The Blue Coat School

Founded by the Church of England in 1722

The Blue Coat School Birmingham is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment.

