



Blue Coat Church of England Academy School Administrator

35 hours per week

NJC 7-11 (dependant on experience)

We are seeking an enthusiastic School Administrator to join our administration team, in a new and exciting role. The role covers the hours of 8:00am-3:30pm, term time only.

We are looking to add capacity to our excellent team. This role will initially focus on finance but will also provide an excellent opportunity for the successful candidate to be trained in areas of admissions, attendance and pastoral team support. This is an exciting opportunity to be part of a friendly and successful school being an integral part of Blue Coat's daily operation. 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, this is a once in a lifetime opportunity to make a difference to pupils' 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. Leaders are committed to all pupils becoming successful and active citizens. The school celebrates diversity and meets the needs of all pupils. Many pupils and staff told inspectors, 'We are proud to be a part of the Blue Coat family.'

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:

Closing date: Tuesday 18th April 2023 at 11am

Interviews will take place within ten days of the closing date.

For further details and an application form please visit our website: <https://www.bluecoatacademy.org/vacancies/>

Applications to be returned to applications@bluecoatacademy.org

Indicative Salary (Point 7= £18,199 - Point 11-£19,570)

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.