



# Blue Coat

Church of England School  
& Music College

Terry Road  
Coventry  
CV1 2BA  
024 7622 3542  
recruitment@bluecoatschool.com

## **Administrative Officer Grade 3 £18,426 – £19,554**

**Full time 37 hours**

**Term Time only + 3 weeks**

*The salary for this post will be pro rata to that shown to  
reflect the actual hours and weeks worked – actual salary £16,961 - £18,000.*

### **Person Specification**

- The post holder will actively support and work towards the stated aims and objectives of this Church of England School as agreed by the governors
- The post holder will have an effective working relationship with all staff
- The post holder will at all times pay due regard to the Health and Safety, Equal Opportunities Policy and the Data Protection Policy adopted by the school.

### **Specific Requirements**

- To effectively manage and maintain the school's detentions system.
- To assist in the planning and implementation of whole-school events (including attendance at occasional evening events).
- To assist with administration tasks for departments and in relation to trips.
- To assist with the lettings process.
- To provide effective back-up first aid and maintain relevant records in the absence of the lead first-aider.

### **Other responsibilities**

Under the direction of the Office Manager you may be required to carry out work in the following areas:

- To provide support for all aspects of **pupil attendance** which may include, first day calling, printing of absence sheets, inputting coded absences, producing attendance lists, printing reports, registration certificates and lesson attendance reports, providing pupil information using the schools information system.
- To assist in maintaining the school's database of student medical conditions, medication, healthcare plans and other responsibilities including administering first aid and the monitoring of diabetic students.
- To provide support in **reprographics**.
- To provide support for **reception**, including monitoring intercom systems, welcoming visitors and dealing with sick or injured pupils.



# Blue Coat

Church of England School  
& Music College

Terry Road  
Coventry  
CV1 2BA  
024 7622 3542  
recruitment@bluecoatschool.com

- To carry out any other duties as directed by the Executive/Assistant Business Manager or Office Manager that are within the scope, purpose and spirit of the role.

**Line Manager** Office Manager

### **Key Skills and Qualities**

- Excellent written and oral communication skills, organisation skills, tact and patience
- To be able to remain calm, efficient and positive under pressure
- Good team player
- Flexibility, common-sense and stamina
- Ability to prioritise work and time management
- Confidentiality
- Good ICT skills, including a proficiency in Microsoft Excel, Word and Outlook
- Experience of using SIMS software packages (desirable but full training will be given)
- Ability to adapt to new work demands, working practices and technology
- Ability to work to deadlines in a busy reactive environment
- Ability to work with minimum supervision and work on own initiative

First Aid Certificate or be willing to be trained in first aid and diabetes care.