



Inspire Education Trust

Together we achieve, individually we grow

RECRUITMENT PACK

Administrative Assistant



Blue Coat

Church of England School
& Music College



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WELCOME FROM OUR CEO



It is my pleasure to welcome you to Inspire Education Trust.

At Inspire Education Trust we are passionate about making a difference to the lives of our pupils. They are at the heart of everything we do and we strive to inspire all learners, and want all our schools to be the best they can be and for each and every child, to discover the skills, abilities, talents and interests that lie within them.

We believe in working in partnership, enabling us to ensure all children and pupils achieve their full potential. Our schools know the impact that working collaboratively can bring.

Our schools have a desire to question, change and innovate to ensure that what they provide enables our children to become successful learners, confident individuals and responsible citizens.

At the same time, we recognise the importance for each school to retain and promote their individual identity. Every school has its own context and challenges. This is why we encourage our member schools to lead and manage in a way that preserves that individual identity and responds to the specific needs of their children and community.

The combination of autonomy and collaboration across key areas of leadership and management, underpinned by shared values and best practice is what makes our schools special.

Lois Whitehouse – CEO

Headteacher – Blue Coat CofE School & Music College



It is my great pleasure to welcome you to our school community. At Blue Coat, we are dedicated to providing a nurturing and inspiring environment where every student can thrive academically, socially, and spiritually. Our rich history and strong Christian values guide us in fostering a sense of belonging and purpose among our students.

Our vision is “Living life in all its fullness”. We exist to equip our students to live life in all its fullness by providing excellent education that is distinctively Christian and inclusive of all. We aim to provide a broad



and ambitious curriculum that offers all students the opportunity to flourish academically and achieve their God-given potential.

In John 10:10 in the Bible, we hear of Jesus saying that 'Life in all its fullness' is found in Him. It is God's desire to see us flourishing in abundant Kingdom living – so that inspires everything we are and all we do at Blue Coat.

We believe in the potential of every child and are committed to supporting their journey towards excellence. Our dedicated staff work tirelessly to create a dynamic and inclusive learning experience, encouraging students to explore their interests and develop their talents. We pride ourselves on the breadth and variety of our extra-curricular provision, with Music, Drama, and Sport playing a pivotal role in the wider educational experience we provide, demonstrating the importance of 'Togetherness' in our school community.

Our vision of 'Life in all its fullness' inspires and shapes our resulting school CHRIST values, which are at the heart of everything we do. As a school, we are proud of our diverse and vibrant community. We celebrate our students' achievements and encourage them to be compassionate, responsible, and active members of society. We strive to instil a love of learning that will last a lifetime, preparing our students to face the future with confidence and resilience.

We know that not all staff and pupils will be followers of the Christian faith, yet there is an expectation that all members of the school community are sympathetic and respectful of the place of individual faith in personal development. Our values therefore reflect the distinctiveness of the Christian faith and the Kingdom of God, yet can be applied by all stakeholders, no matter their spiritual or cultural background.

We look forward to welcoming you to Blue Coat

Lisa Wright – Headteacher (Blue Coat CofE School & Music College)



ABOUT THE ROLE

Post Title	Administrative Assistant
Salary Range	Support Staff Grade 3 - £13,268 (FTE - £25,185)
Reporting to	Office Manager
Status	Fixed term/ Maternity cover, 22 hours per week, TTO plus 5 days
Flexibility	Flexible

Job Purpose:

To assist with the co-ordination of school examinations and entries throughout the year alongside providing a high standard of operational support and customer service as a member of the school's administrative team.

Main Duties and Responsibilities

- To provide support for all aspects of student 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 student information using the school's information system.
- To undertake postal and reprographic duties as required.
- To provide support for reception, taking phone calls, monitoring intercom systems, welcoming visitors, coordinating radio on-call support, and dealing with sick or injured students.
- To support the collation and dissemination of student records. To carry out all reception duties, welcoming visitors in reception and handling the switchboard by ensuring that calls are directed to appropriate staff.
- To oversee arrangements for visitors to the school by monitoring the school intercom systems, issuing passes, and ensuring staff are notified when visitors arrive following the school's safeguarding procedures.
- To ensure all outgoing post is franked correctly and accurately ready for collection.
- To ensure that pupils who report to reception sick or injured receive immediate and appropriate attention from suitably qualified staff.
- To respond to parental/ student queries as required
- To ensure that the reception area is always kept tidy and welcoming for all visitors to the school.
- Point of contact for all student/parental enquiries, which includes telephone calls, reception, and written correspondence.
- To assist with administration tasks and correspondence for departments including mail merges.
- To maintain the electronic filing system.
- As directed to shadow other administrative staff on office procedures in case of staff absence.



- 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.
- As directed, shadow other administrative staff on office procedures in case of staff absence.

Safeguarding and Child Protection

- Knows what to do if they have concerns about a child.
- Takes on the responsibility for providing a safe environment and promoting children's welfare.
- Undertakes regular safeguarding and child protection training.
- Familiarises themselves with *Keeping Children Safe in Education part 1* (KCSIE) and local policies and procedures as directed by the trust/academy.

Other

- *Carries out any other duties as directed by the senior leadership team line manager that are within the scope, purpose, and spirit of the role.*
- Attends regular continuing professional development (CPD) as required by the school, and other optional relevant CPD to develop good practice.
- Proactively takes steps to ensure their mental health and wellbeing is protected, seeking further support if appropriate.



PERSON SPECIFICATION – Admin Assistant

PERSON SPECIFICATION –Administration Assistant		Essential	Desirable
Education and Qualifications	Good standard of general education and IT Skills, including English and Maths	✓	
	Additional qualifications in sector-relevant fields e.g., NVQ in Administration		✓
	First Aid Certificate (willingness to undertake)		✓
Experience	Experience of working within an administrative/reception background	✓	
	Commitment to ongoing professional development	✓	
	Understanding administration processes	✓	
	Experience of working within a school environment		✓
	Experience of using Arbor software packages		✓
Skills and Knowledge	Excellent written and verbal communication skills, with the ability to communicate clearly and accurately	✓	
	Excellent ICT Skills including ability to use all Microsoft packages to word process, send emails and letters, spreadsheets, and mail merge.	✓	
	Excellent interpersonal skills, with the ability to build effective relationships, both internally and externally	✓	
	Able to prioritise own workload to meet deadlines and remain calm and positive under pressure	✓	
	Ability to work in a very busy environment and cope with interruptions and multiple conflicting demands	✓	
Personal Qualities	Excellent telephone manner	✓	
	Approachable and trustworthy	✓	
	Punctual, with excellent personal and professional boundaries	✓	
	Organised, consistent and committed	✓	
	Calm and consistent and act with integrity	✓	
	Positive, approachable, and enthusiastic; a team player	✓	
	Dedicated to our vision that all children are entitled to a first-class education	✓	



	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Works with honesty and integrity	✓	
	Emotional resilience in working with challenging behaviour	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe, and secure	✓	
Safeguarding and Child Protection	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	
	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	
	Awareness of the key safeguarding processes in schools or willingness to understand these	✓	
	In-depth understanding of the requirements of Keeping Children Safe in Education		✓
	A realistic appreciation of the challenges involved in working with children		✓
	Committed to improving safeguarding processes and practices. Sees it as part of their job		✓
Professional Development	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training		✓



ABOUT BLUE COAT C OF E SCHOOL



Blue Coat
Church of England School
& Music College

FACTS AT A GLANCE

NUMBER OF PUPILS: 1700
NUMBER OF STAFF: 223
BASED IN: LOWER STOKE, COVENTRY

Blue Coat Church of England School and Music College is a vibrant and inclusive large comprehensive school in the heart of Coventry. Blue Coat is a Church of England School and this identity is of great significance to us. Our vision is about 'living life in all its fullness' and we aim to provide an excellent education which is distinctively Christian yet inclusive of all.

At Blue Coat we place high importance on developing the whole individual: academically, socially and spiritually. At the heart of the school lie our Values: Care, Hard Work, Respect, Integrity, Servanthood and Togetherness. Through these Values our whole school community can grow together and live life in all its fullness.





OUR SCHOOL VALUES



Care

I am always growing in my understanding and awareness of myself and how my actions impact others. I demonstrate care for myself, for those around me and for the environment through my understanding of my impact upon them.

Hard Work

I recognise the importance of working hard to realise my potential. I do everything with integrity and diligence, with the full knowledge of why I am doing it. I know I am designed to work and to offer my unique gifts and talents, and so whatever I do I strive to do with excellence.

Respect

I am responsible for my personal development, for the way I treat those around me and the way I care for the environment I live in. I understand that it is my responsibility to treat others the way I would want to be treated myself, and therefore I offer respect willingly. I am a responsible and respectful member of my school community, as well as the nation I live in and our wider world.

Integrity

I am a person of integrity; one who has been honed and developed through my experiences and through the lessons of those around me. I will stand up for what is right even when it is hard, standing firm on my beliefs even when others are choosing a different path.



Servanthood

I offer service to others with no desire for personal advantage or reward. I know that my life matters and so I willingly serve others just as others serve me. In this way I can make a positive difference in the world.

Togetherness

I know that all are needed and valued and each person is important to the whole. I know my life makes a difference, and I am committed to being a positive impact on those around me and in the world. I recognise the common purpose I share with my school community; to enable all to thrive and achieve their potential academically, socially and spiritually.

VISION

Our Vision

Living life in all its fullness

Our Vision Statement

To equip our students to live life in all its fullness by providing excellent education which is distinctively Christian and Inclusive of all.



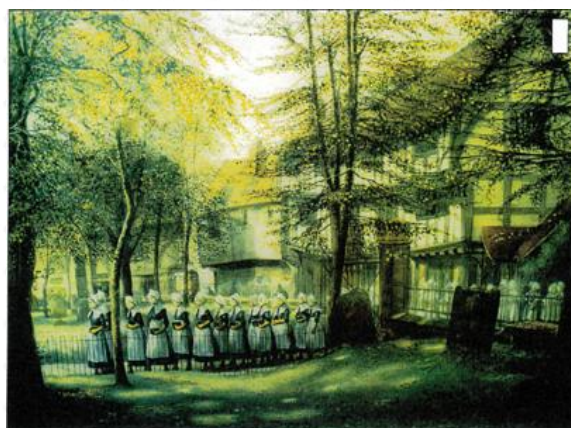
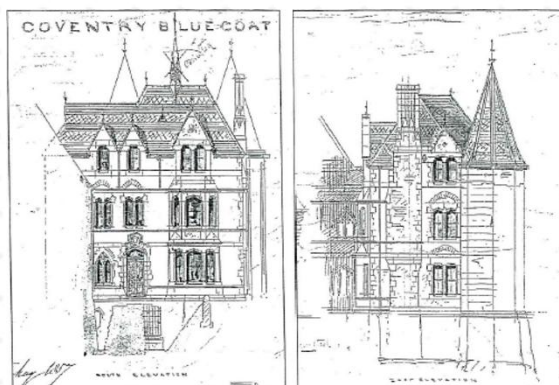


HISTORY OF BLUE COAT SCHOOL

Blue Coat School boasts a rich and enduring history that spans over three centuries, dating back to its founding in 1714 near Holy Trinity Church in Coventry. Originally established as a girls' school with a mission to provide opportunities for all students, the school's commitment to quality education remains steadfast. The current Terry Road site has been home to Blue Coat since 1964, and in April 2020, the school became a member of the Inspire Education Trust, aligning with the belief that a first-class education leads to self-discovery, flourishing, and living life in all its fullness.

Originally founded in the 16th century across England as charity schools, Blue Coat schools were recognised by their distinctive blue uniforms. The Coventry-based Blue Coat School, founded in 1714, occupied the northwest tower of the Priory of St Mary, surviving the Dissolution of the Monasteries. In 1856, the school underwent a major rebuilding, resulting in the current Gothic-style building designed by James Murray to resemble a French château. The school remained at this location until 1964 when it moved to Terry Road. In 2011, the school attained academy status and secured a 125-year lease to the historic Charterhouse Fields.

Over the years, Blue Coat School has garnered recognition for its educational excellence and community contributions. In 2015, the school celebrated its tercentenary, and in 2016, the Archbishop of Canterbury, Julian Welby, visited the institution. Notable accolades include the Educational Outcomes Award in 2015, acknowledging the school's place in the top 10% of England's non-selective schools. Additionally, in 2021, Blue Coat School received the Lord Mayor's Peace and Reconciliation Award, further underscoring its positive impact on the community. The school's commitment to arts and culture is exemplified by its award-winning choir, established in 1976, which has roots dating back to the 18th century and has performed for prominent religious figures. Blue Coat School continues to be a beacon of academic achievement, community service, and cultural enrichment.





FACILITIES

Chaplaincy

The Chaplaincy suite is a vibrant and well-used place within the heart of the school, used by students, staff, visitors and families.

There are two rooms – a quieter room equipped with drink-making facilities, computer and speakers, comfy sofa and chairs where staff and students can meet with the Chaplain. The second room is a multi-purpose space with chairs, beanbags, and prayer space activities. This is used at break and lunchtimes for groups to come and socialise. Throughout the year this space is also used for dedicated prayer.



Blue Coat Theatre

Over the last decade, Blue Coat has developed an outstanding reputation for producing highly professional theatre and musical events, this is a true reflection of the time and dedication given by staff and students alike.

There are lots of opportunities for staff and students to be involved in the performing arts at Blue Coat and we are extremely lucky to have great facilities for rehearsals and performances with Blue Coat Theatre providing a fantastic venue.



Learning Resource Centre

The Learning Resource Centre is a large part of the Blue Coat School. It is open to staff and students all day from Monday-Friday for information literacy lessons, accelerated reading lessons, curriculum subject lessons and during social times.





ABOUT INSPIRE EDUCATION TRUST

Inspire Education Trust is an Multi Academy Trust that grew from a shared belief that children deserve a first-class education, so that each child and student understands what they are capable of, and what talents they have, and strives for excellence in themselves to succeed in the next stage of their education and the world of work.



Inspire Education Trust

Together we achieve, individually we grow

We understand that every member of our staff is here for the best interest of our children. With them, we want to ensure that every child is valued and that the unique identity of each of our schools is protected, celebrated, and recognised for the contribution it makes to ensuring our pupils have the best education and experiences.

Inspire Education Trust is made up of 8 schools.

- Arley Primary School, New Arley, Warwickshire (2024)
- Blue Coat Church of England School & Music College, Stoke, Coventry (2020)
- Clifford Bridge Academy, Binley, Coventry (2015)
- Frederick Bird Primary School, Hillfields, Coventry (2024)
- Hearsall Community Academy, Earlsdon, Coventry (2017)
- Stockingford Academy, Nuneaton, Warwickshire (2019)
- Walsgrave Church of England Academy, Walsgrave, Coventry (2015)
- Whittle Academy, Walsgrave, Coventry (2015)

Our Trust Motto encapsulates the beliefs and ideals of our family of schools.

"Together we achieve, individually we grow"

OUR TRUST

- Arley Primary Academy
- Blue Coat Church of England School & Music College
- Clifford Bridge Academy
- Frederick Bird Academy
- Hearsall Community Academy
- Stockingford Academy
- Walsgrave Church of England Academy
- Whittle Academy

KEY FACTS AT A GLANCE

7 PRIMARIES & 1 SECONDARY

MIXED MAT – 2 CHURCH OF ENGLAND SCHOOLS

5,000+ PUPILS AS OF JAN 2024

709 STAFF

OPERATING OVER 2 LOCAL AUTHORITIES



Inspire Education Trust

Together we achieve, individually we grow

STAFF WELLBEING & SUPPORT 'THE LITTLE THINGS'

At Inspire Education Trust, we are committed to working towards the best balance of hard work, commitment and wellbeing as well as avoiding the burden of unnecessary tasks. Our trust leaders aspire that all colleagues are fit, well and content at work. Some of the little but important things we give back to staff are listed below; new ideas are always welcome.



External coffee van visits site for staff use



Support for new staff starters who join Inspire Education Trust (e.g buddy pairing)



Calendars regularly reviewed with staff workload in mind



No Student or class data collected for data's sake



Prayer and worship time across our CofE schools



8 free external counselling sessions for all staff



PPA time designed to promote a healthy work life balance



Dedicated classroom wherever possible for all teaching staff



Free Wellbeing App Subscription



Time off for staff wellbeing



Staff wellbeing integral to the appraisal process.



Enhanced paternity leave for all staff - 1 week at full pay and 1 week at Statutory Paternity Pay



Gym and fitness membership discount through CV-Life (based in Coventry)



Flexible and generous approach to family appointments, children's events, nativities, sports days etc



Opportunities for staff to get involved in sport and physical activity



Opportunities for career development always considered



Measured approach to lesson drop-ins



Staff marking & workload group to guide and develop policy



Communications protocol which promotes a healthy work life balance



Cycle to work scheme



Approachable Senior Leadership Teams



Staff social events (e.g time to talk)



Staff wellbeing champion network of support



EAP (Employee Assistance Programme) - Health Assured



Employer pension contributions of 23% + for teaching and support staff.



Generous holiday allowance for all year-round support staff (28 days annual leave, plus 8 bank holidays. Increasing to 33 days after 5 years of service)



Access to trained Mental Health First-Aiders for all Staff



MAKING AN APPLICATION

Applications for this post will only be accepted using the electronic application form on the My New Term website: <https://www.ietrust.org/vacancies/>

The closing date for applications is Monday 15th June 2026

Applicants are advised to contact schooloffice@bluecoatschool.com if they wish to organise a visit to the school.

Shortlisting will take place and all candidates will then be contacted by email.

Shortlisted candidates will need to be available for interview of the week beginning Monday 22nd June 2026

If you have any questions relating to the application process, see the FAQ's page and if you still have a question - please do let us know by contacting catherine.alexander-gamble@setrust.org

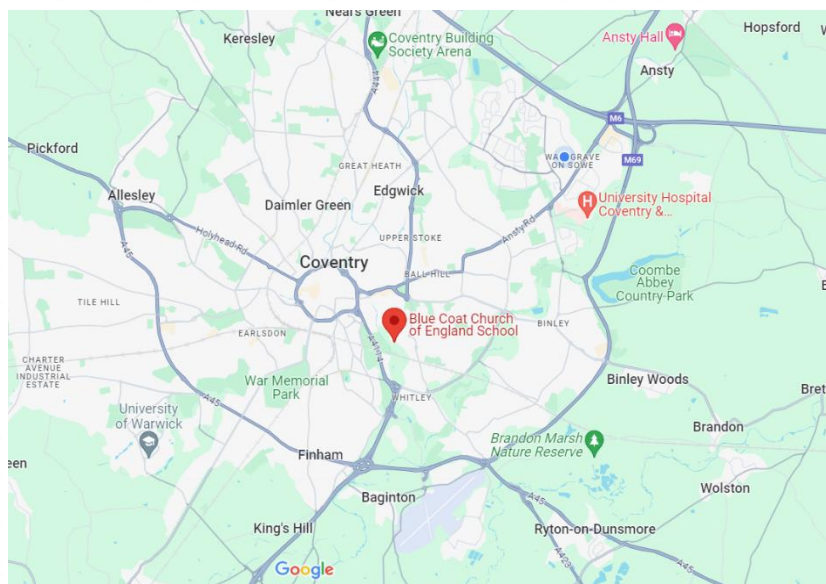
We look forward to hearing from you.





HOW TO FIND US

If you arrange a visit or are successfully shortlisted for an interview, then you will need to visit our school. Please see the below for guidance and directions on how to find Blue Coat School.



ADDRESS

Blue Coat C of E School
Terry Rd
Coventry
CV1 2BA

*A 5-minute drive from
Coventry City Centre, and
an 8–12-minute drive from
Coventry Rail Station.*

PARKING

As you arrive at the front gate, there is an intercom that you can ring the office with, they will then direct you through the gates. It is most likely that you will need to park in the visitor's car park. See the circled below for parking locations.





FREQUENTLY ASKED QUESTIONS



How do I apply for a vacancy at Inspire?

All applications must be received electronically via our My New Term page. CVs may be accepted but will not replace the application form.

Top tips for writing my application for Inspire?

Complete the application form as thoroughly as possible, providing comprehensive information about your past employment, training, and any gaps in employment, from leaving school, until the present day. Emphasize your alignment with the Person Specification criteria in your supporting statement, elaborating on why you believe you are the best candidate for the job.

How does shortlisting work?

'Blind' shortlisting is carried out by a panel of staff who will judge the applications based on how closely they match the criteria from the person specification. By 'blind' we do not divulge to the shortlisting panel, certain sensitive information about candidates protected characteristics.

When will my referees be contacted?

Following KCSIE guidance, we will seek to obtain references for all shortlisted candidates, before the interview. This allows any concerns raised to be explored further with the referee and taken up with the candidate at the interview. With effect of 1st September 2022, following further guidance from KCSIE, there will also be an online search as an additional pre employment check at this stage. Referees will not be contacted if candidates have not given permission.

How will I be contacted if I am successful?

Successful candidates will be contacted by email after the closing date to invite them to interview with the date, time, and location of the interview. At this stage, you will also be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children.



Whilst we endeavour to inform all candidates of their application outcome, If you have not heard from us within 2 weeks of the closing date, please assume you have not been successful on this occasion.

What is involved in the interview process?

All of our interviews consist of formal, competency-based questions. Additionally, for teaching roles, there will be a lesson observation, and for other key roles, there may be an assessment task (e.g. a presentation, administrative task, data analysis task etc). You will receive information on your invite to interview email which will detail the specifics of the task and what we would like you to prepare in advance.

You will also be asked to bring in proof of identity documents to satisfy a DBS check and qualification certificates, relevant to the role.

Candidates who have a disability or any other needs will be given the opportunity to highlight this prior to any selection activities in order that reasonable adjustments may be made to the selection process.

Is there an onboarding process?

We have an extensive onboarding and induction program which will take you through exactly what to expect before you start your new role, by the end of your first day, by the end of your first week, and by the end of your first month. You will also find important information to online safeguarding training sessions you will be required to complete during your induction.

Is there a probation period?

Yes, there is a probation period of 6 months for support staff. This provides an opportunity for us to put in place a structured plan of CPD and support for new colleagues.



STAFF TESTIMONIALS

Taken from our 2023 staff wellbeing survey

"I work with a wonderful team of colleagues who are supportive and will make themselves available when needed to debrief etc. I feel very blessed that my line manager in particular is very supportive and understanding and takes into consideration any presenting factors which could potentially impact on my wellbeing and workload."



"I find that generally my wellbeing and work-life balance is good. I find that SLT are very supportive of my department and I can talk to other people I work with about any issues. I appreciate that any time there are parents evenings, there is not CPD on a Monday evening. I also like that we have been given other training days as days off, such as September 1st."

"I feel well supported in my role. In particular with regard to flexible working and ad-hoc childcare needs which used to be a big cause of anxiety for me."



"Employee support program is good and helpful to manage life inside and outside school."

"I think the school and Trust does a lot to support wellbeing and workload."

"Wellbeing champions and their supportive work of the staff has been excellent and would continue to help the continual wellbeing of staff. The coffee van is also an excellent little pick-me-up when it's on site."

"The work of the wellbeing champions. It is much appreciated!"

"Deputy head actively shows support, always makes sure we feel seen and heard and checks in regularly to make sure everything is going OK. "





"My Head has been incredibly supportive of my wellbeing and is always willing to stop and listen when I am in need of someone to talk to if things become overwhelming. They have supported with helping to make my workload manageable so I can have a better work life balance. I am really grateful for that. It makes a huge difference."

"I feel our SLT are really approachable and understanding. I think they do a great job at just listening and supporting where needed."



"I feel always cared for by school. It is a really lovely nurturing caring place to work."

"I am very happy at work, I look forward to coming in and the things put in place by the trust after the last survey such as the coffee van visits have made a massive improvement to the enjoyment we collectively have at work."

"I am very happy in my place of work. I feel issues are listened to and management support them as best they can. Thank you."

"I love working at my school! Although it's crazy busy we always work together as a team to support each other. I am always thanked by my direct leadership at the end of each day."



RECRUITMENT PRIVACY NOTICE INSPIRE EDUCATION TRUST



Inspire Education Trust

Together we achieve, individually we grow

Who is collecting your data?

Inspire Education Trust is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the Trust. If we make an offer of employment, the Trust will provide a fully informed privacy notice to employees.

Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010

What is being collected?

The information you provide us within submitted forms is collected to enable us to consider your suitability for the vacancy. This includes:

- Name and contact details (phone number, email and address).
- Previous work history and experience
- Education, training and qualifications
- Referee contact details

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues

We ensure we keep our records up to date by logging these on the TES platform in which you made your application. If you are successful in your application, we will provide you with further details about how we will process your personal data.

Do we share your data?

Information on application forms and notes made during the interview process are not shared if an offer of employment is not made. If an application is successful, a workforce privacy notice will be provided to you, detailing how we will use your personal data.

Your Rights.

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters>

Retention

Unsuccessful candidates' application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant's personnel file. This is kept in line with the School's record retention schedule. This can be found on the School website.

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 facebook.com/ietrust

 instagram.com/inspire.education.trust

 twitter.com/inspireedtrust

 linkedin.com/company/inspire-education-trust

 tiktok.com/@ietrust



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