



The Blue Coat School

Founded by the Church of England in 1722



Information Booklet for Job Applicants
Receptionist (Part-Time)



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 700 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 Annexe
- 10 Branson Building
- 11 William 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 in 2025-26, winning gold medals at the World School Swim Games Championship, IAPS Tennis Championship, IAPS Squash Championship, IAPS Swimming Championship, IAPS Chess, IAPS Regional Cricket Festival and IAPS Fencing Championship.

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 Matrons and the Chaplain also attend this meeting to ensure there is a holistic approach to pastoral care at The Blue Coat School.





JOB DESCRIPTION

RECEPTIONIST



Core Purpose of Post

- To ensure that efficient and effective administrative support is provided to the teaching and non-teaching staff so that the School may pursue its vision and provide an outstanding education to its pupils.
- 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 maintain the highest level of confidentiality in all matters relating to pupils, parents and colleagues.

General Duties and Responsibilities

To undertake a full range of secretarial and administrative duties and to ensure efficient and effective administrative support is provided to the whole school staff as part of the Reception team.

Professional

- Exercise loyalty to the Headmaster and to the School, upholding and maintaining its traditions and ethos.
- Support and assist the Headmaster and his Senior Leadership Team in providing a happy, secure, safe and stimulating environment in which the children can develop to their full potential.
- Support the Headmaster in fostering parental involvement and in keeping parents informed of school policy, the curriculum and other matters of importance.
- Comply with all regulatory requirements.
- Comply fully with the requirements as set out in the DfE document '*Keeping Children Safe in Education*' and 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 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.

Specific Areas of Responsibility

Reception Duties

- Be responsible for the smooth running of the School Reception.
- Be the main point of contact for incoming telephone calls to the School during Reception hours, dealing with parental queries where appropriate and directing callers to the relevant member of staff when necessary or taking messages.
- Monitor the CCTV screens for arrivals at the main gates when these are shut; and admit visitors having ascertained their name and the nature of their business at the school.
- Be the first point of contact for visitors on arrival in the School Reception. Carry out and record relevant identification checks where necessary for visitors, and direct them to the relevant person.
- Welcome parents attending for appointments and ensure that they are directed to the relevant member of staff.
- Support the Admin Team and other colleagues in maintaining accurate attendance records, following up on absences and reporting concerns to a senior member of staff.
- Ensure that Form Tutors and other relevant staff are informed of future pupil absences and that these absences are recorded on iSAMS.
- Escort children to and from their classrooms as necessary.

JOB DESCRIPTION

RECEPTIONIST



Support for colleagues

- Liaise with colleagues including: the Headmaster, Senior Leadership Team, Teaching Staff, the Health Centre staff, Admissions and Marketing staff, the cleaning staff, the Estates Team and the Bursar's Office.
- Input data into the school MIS systems (iSAMS and CPOMS).
- Support the Attendance Officer with documenting pupil registration.
- Support the Admin Team in ensuring that accurate parental contact details are maintained.
- Support the Head of Prep with the running of the activity provision.
- Submit data to the DfE and the LA as and when required.
- Support the Admin Team in ensuring that letters, forms, booklets, and other relevant documentation are distributed to colleagues and pupils electronically or as paper copies, assisting with photocopying.
- Support the Admin Team in the preparation of lists and labelled envelopes.
- Ensure breakdowns to equipment such as photocopiers are reported to the relevant companies for repairs.
- Type letters or messages for colleagues as and when required.
- Sort the post and distribute to staff pigeonholes.
- Prepare correspondence for the post using the franking machine.
- Support the work of The Friends regarding specific events as required.
- Receive orders from suppliers and ensure that these are distributed to colleagues.
- Archive pupil records and Reception documents such as Visiting Speaker records and records relating to supply staff.

JOB DESCRIPTION

RECEPTIONIST



Other Responsibilities including Children's Welfare

- Supervise children as required on the school campus and on off-site visits and outings.
- Assist in ensuring that the children's dietary and medical requirements are adhered to.
- Administer First Aid to the children as and when necessary, recording details in the Accident Book in accordance with the First Aid and Health Policy.
- Assist with any reasonable request in connection with the day-to-day organisation of the classroom or School.
- Attend assemblies and Chapel Services as required.
- Be available to attend Open Mornings and other school events as required.



PERSON SPECIFICATION

RECEPTIONIST



Qualifications/Professional Development

- A good standard of education, including GCSE English and Mathematics at Grade 4/C or above, or equivalent.

Experience and skills

Essential

- Experience of working in a reception, customer service, administrative or front-of-house role.
- Experience of communicating professionally with a wide range of people, in person, by telephone and via email.
- The ability to communicate appropriately and confidently with children of different ages.
- Experience of managing competing priorities in a busy working environment.
- Excellent organisational skills, with the ability to prioritise tasks and respond calmly when circumstances change.
- Experience of maintaining accurate records and handling confidential information.
- Good digital skills and the ability to learn new systems quickly.

Desirable

- Previous experience of working in a school, educational setting or child-focused organisation.
- Familiarity with safeguarding requirements within an educational setting.
- Knowledge of school attendance, pupil registration or admissions processes.
- Experience of using a school management information system or visitor management system.
- Experience of supporting events, meetings or school activities.
- Experience of responding to sensitive, challenging or emotionally charged enquiries.



PERSON SPECIFICATION

RECEPTIONIST



Personal attributes

- Sympathy with the Christian ethos and activities of the school
- A warm, professional and confident manner with parents, pupils, staff and visitors
- A proactive, helpful and flexible approach
- An eye for detail and accuracy
- Self-motivated with a positive, professional attitude
- Ability to work calmly and efficiently in a busy school environment
- Ability to maintain confidentiality and handle sensitive information appropriately
- A positive, pupil-centred approach and an understanding of the importance of first impressions
- Observant and attentive to what is happening within the reception area and wider School
- Able to demonstrate sound judgement and common sense
- Committed to providing a consistently high standard of service
- 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.



The Blue Coat School

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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.

