



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 Henden – Headteacher (Blue Coat CofE School & Music College)

ABOUT THE ROLE

| | |
|---------------------|---|
| Post Title | Administrative Assistant |
| Salary Range | Support Staff Grade 3 point 4- £8,808 |
| Reporting to | Office Manager |
| Status | Permanent, 14 hours per week, TTO plus 3 additional pro rata weeks |
| 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 INSPIRE EDUCATION TRUST

Inspire Education Trust is a 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.

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 Eng & 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

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 Friday 27th February 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 on Friday 6th March 2026

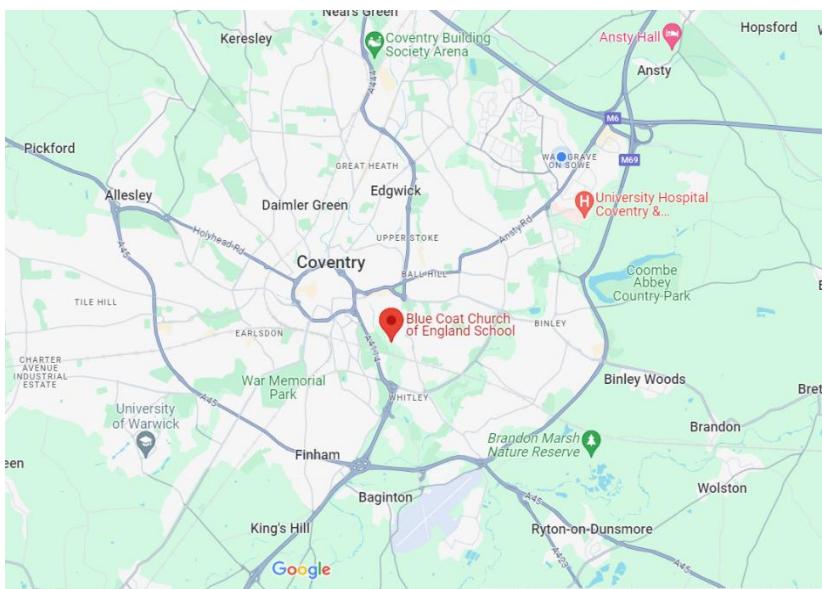
If you have any questions relating to the application process, see the FAQ's page and if you still have a question - please do let us know by contacting catherine.alexander-gamble@isetrust.org

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.



RECRUITMENT PRIVACY NOTICE INSPIRE EDUCATION TRUST



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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 contacts 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/inspiredtrust
-  linkedin.com/company/inspire-education-trust
-  tiktok.com/@ietrust



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