



**Inspire Education Trust**

Together we achieve, individually we grow

# **RECRUITMENT PACK**

## Senior Science Technician



**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

<b>Post Title</b>	<b>Senior Science Technician</b>
<b>Salary Range</b>	<b>Grade 4 £23,026 pro rata, per annum (FTE £25,989)</b>
<b>Reporting to</b>	<b>Head of House</b>
<b>Status</b>	<b>Permanent, Full time, Term time plus 5 days</b>
<b>Flexibility</b>	<b>Flexible</b>



### **About the role:**

We are seeking to appoint a highly organised and proactive Senior Science Technician to lead the provision of technical support within our Science department. Working closely with teaching staff, the successful candidate will ensure that practical lessons are delivered safely, efficiently and effectively, supporting high-quality teaching and learning across all key stages.

The Senior Science Technician will play a crucial role in maintaining laboratories, managing resources and supporting the preparation of materials and equipment for practical work. They will also contribute to the development of systems and processes that promote a safe, well-resourced and engaging learning environment for all students.

The successful candidate will be a knowledgeable, flexible and well-organised individual with the ability to lead and support a team of technicians where required. They will demonstrate initiative, attention to detail and a commitment to supporting outstanding science education. Strong communication skills will be essential in working effectively with staff, students and external agencies.

We are looking for someone who is:

- Dynamic, self-motivated and well organised
- An effective leader able to manage and support technical staff and collaborate with teaching colleagues
- Skilled in preparing and maintaining equipment and resources for practical science
- Knowledgeable about health and safety requirements within a laboratory setting
- A strong communicator, both verbally and in writing, with excellent organisational skills

All staff are expected to know what to do if they have concerns about a child, take on the responsibility for providing a safe environment and promoting children's welfare, undertake regular safeguarding and child protection training and, familiarise themselves with [KCSIE](#) part 1 and local policies and procedures as directed by the trust/academy.

### **About us**

Blue Coat Church of England School & Music College is a successful and oversubscribed large secondary school in the heart of the city of Coventry with a vision 'Living life in all its fullness'. As a Church of England school, our intake draws from both the local area and across the city and surrounding areas. We are a member of Inspire Education Trust, a Coventry based multi-academy trust which sets out to provide an environment where both staff and students can thrive, and putting children at the heart of everything we do.

### **Why work for us?**

A career at Blue Coat offers a rewarding future, with the opportunity to make a real impact on the lives and outcomes of our young people. We understand the importance of providing a supportive and nurturing workplace for our staff. Our ethos is that a happy staff will deliver



the best possible experience to our students. As such, we offer a portfolio of benefits designed to enhance and support the working lives of our staff. These include, but are not limited to:

- A highly supportive and committed Senior Leadership Team
- An effective continuing professional development (CPD) programme, including personalised training sessions and opportunities for both internal and external training
- Employee Assistance Programme which offers 24/7 confidential advice and support on a range of matters and access to accredited counsellors
- A focus on staff well-being and mental health including free counselling for staff, a full-time chaplain, a Trust wellbeing group, strong relationships with Unions and a supportive working environment
- Opportunity to join a committed and forward-thinking team of support staff
- Employee Benefits programme providing staff access to a range of discounts and shopping vouchers.



## 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

**BLUE COAT CHRIST VALUES**

- CARE**  
I am always giving my best  
"LOVE THE LORD YOUR GOD, AND LOVE YOUR NEIGHBOUR AS YOURSELF."  
MARK 12:29-31
- Hard Work**  
I am always giving my best  
"Do it all in the name of the Lord Jesus."  
Colossians 3:17
- RESPECT**  
I TREAT EVERYONE WITH VALUE  
"SHOW PROPER RESPECT TO EVERYONE."  
1 PETER 2:17
- Integrity**  
I do the right thing even when it's tough  
"May integrity and uprightness protect me, because my hope, Lord, is in you."  
Psalm 25:21
- Servanthood**  
I put others before myself  
"For even the Son of Man did not come to be served, but to serve."  
Mark 10:45
- Togetherness**  
I know that together we are better  
"Each of us has one body with many members."  
Romans 12:4-5

### 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.



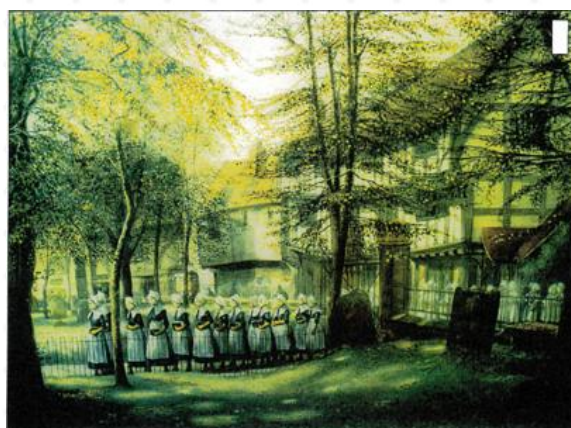
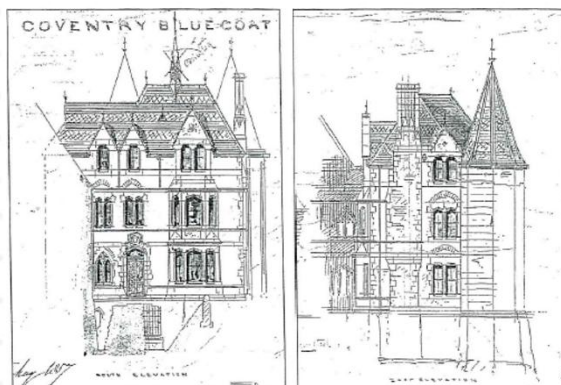


## HISTORY OF BLUE COAT SCHOOL

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.

Our Chaplain, Luke Williams, welcomes you directly from an outside door opposite the main cross. The chaplaincy has floor to ceiling glass walls looking out to the cross, it has its own toilet and drink-making facilities, comfy sofa and chairs where staff and students can meet with the Chaplain. This prayer space is used at break and lunchtimes for groups to come and socialise. Throughout the year this space is used for dedicated prayer alongside the cross.



is also

### 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.





# BLUE COAT ONLINE

Please see below the ways to connect with Blue Coat School online. We have so much great content on our website and our social media, which is where you can see what life at Blue Coat is really like.

## Website

[www.bluecoatschool.com](http://www.bluecoatschool.com)

## Facebook

[Facebook.com/bluecoatcofe](https://Facebook.com/bluecoatcofe)

## Instagram

[instagram.com/bluecoatcofe](https://instagram.com/bluecoatcofe)

## X/ Twitter

[twitter.com/bluecoatcofe](https://twitter.com/bluecoatcofe)

## YouTube

[youtube.com/@BlueCoatCECoventry](https://youtube.com/@BlueCoatCECoventry)



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[ABOUT US](#) [ADMISSIONS](#) [CURRICULUM](#) [STUDENTS](#) [PARENTS](#) [WORSHIP](#) [SIXTH FORM](#) [VACANCIES](#) [CONTACT](#)





# 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





## OUR VISION

*To be the educator and employer of choice, with a first-class education that empowers pupils to flourish, grow and achieve. Where pupils matter to us as much as their academic success and with staff who are valued, supported, and developed. Together, we will live life in all its fullness.*

This Vision sets the aspiration for everything we do.

### For Our Pupils and Students

- ✓ where all Pupils are valued, respected and experience success
- ✓ where who they are matters as much as their academic achievement
- ✓ where children are encouraged to reach their potential, both academically and socially
- ✓ where we provide a wide range of opportunities / something for everyone
- ✓ where learning is fun
- ✓ where they experience care with high expectations

### For Our Staff

an organisation:

- ✓ which prides itself in high quality CPD
- ✓ where staff receive every support to be the best they can be
- ✓ where we endeavour to promote from within, with cross MAT appointments
- ✓ where we try to support staff in achieving a work life balance
- ✓ where all staff are valued, respected and can experience success
- ✓ where people feel supported and want to work
- ✓ where they experience care with high expectations

### For Our Parents and Communities

schools where:

- ✓ they are made to feel welcome
- ✓ their ideas are valued
- ✓ we work in partnership
- ✓ they are involved in their children's education
- ✓ where they receive care with high expectations

All our academies have their distinctive vision celebrating the communities they serve.

## OUR SCHOOL'S VISION

<b>ARLEY PRIMARY ACADEMY</b>	<b>BLUE COAT SCHOOL</b>	<b>CLIFFORD BRIDGE ACADEMY</b>	<b>FREDERICK BIRD ACADEMY</b>	<b>HEARSALL COMMUNITY ACADEMY</b>	<b>STOCKINGFORD ACADEMY</b>	<b>WALSGRAVE ACADEMY</b>	<b>WHITTLE ACADEMY</b>
							
New beginnings, endless possibilities	Living life in all it's fullness.	See you at the top	Aspire and achieve	Reach your true potential	Nuturing hearts, Inspiring Minds, Shaping Futures.	Together we thrive	Soaring Beyond What We Imagine Possible



## OUR VALUES

Our values drive our behaviours, decision making and ambitions:

**Inclusive:** We celebrate diversity and difference. All are valued as members of our community knowing they belong.

**Nurture:** We promote positive wellbeing, so all feel safe, cared for and enabled to thrive.

**Servanthood:** We considerately put the needs of others before our own, recognising that in serving each other we serve all.

**Partnership:** We work collaboratively, recognising we achieve more together than on our own.

**Integrity:** We are open, honest and have strong moral principles which we use to guide us.

**Respect:** We show care, consideration, and courtesy for ourselves and all around us.

**Excellence:** We always strive to be better in order to become first class in all we do





# 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



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



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



Opportunities for staff to get involved in sport and physical activity



An annual flu jab for all staff available upon request each winter.



Opportunities for career development always considered



Calendars regularly reviewed with staff workload in mind



Measured approach to lesson drop-ins



No Student or class data collected for data's sake



Staff marking & workload group to guide and develop policy



Prayer and worship time across our CofE schools



Communications protocol which promotes a healthy work life balance



8 free external counselling sessions for all staff



Cycle to work scheme



PPA time designed to promote a healthy work life balance



Approachable Senior Leadership Teams



Dedicated classroom wherever possible for all teaching staff



Staff social events (e.g staff quiz)



Free Wellbeing App Subscription



Staff wellbeing champion network of support



Time off available for staff wellbeing



EAP (Employee Assistance Programme) - Health Assured



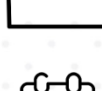
Staff wellbeing integral to the appraisal process.



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



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



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)



## JOB DESCRIPTION – Senior Science Technician

### Job Purpose

To take full responsibility for the provision of technician support to the Science Faculty and under the general direction of the Head of Science undertake the following duties and responsibilities.

### Duties and Responsibilities

1. To organise the technician workload of the department, directing, planning and prioritising the work of other science technicians.
2. Assist/advise and supervise laboratory technicians and undertake training and general support.
3. To be the main point of contact for staff within the department in responding to their requirements and delegating work as required.
4. Responsible for the development and/or design of equipment for class practical work and teacher demonstrations and the assimilation of new technology, including information technology into the classroom.
5. To assume overall responsibility for the security and safe keeping of toxic/dangerous chemicals and compounds within the laboratory environment, being aware of their correct method of disposal transportation within the school environment, in accordance with all Health and Safety requirements.
6. To have full responsibility for maintaining adequate stock levels of consumables including associated administrative tasks (e.g. ordering, deliveries, maintaining records, providing reports and shopping where required).
7. To have full responsibility for ensuring compliance with all relevant Health and Safety standards in all working areas and that all equipment is safe before issue to pupils and staff or used by pupils and staff. To ensure that COSHH and any new Health and Safety regulations are adhered to.
8. Preparation and setting up of classroom experiments, demonstrations and equipment including new technology applications.
9. Clearing and storage of equipment and chemicals safely and demonstrations and/or experiments.
10. Preparation of specimens and solutions for use during classes and maintenance of teaching aids/worksheets.



11. General maintenance of all laboratories and ancillary rooms in a clean and tidy condition, including responsibility for ensuring that laboratories are left in a suitable state to facilitate general cleaning by cleaners.
12. Undertake simple repairs and maintenance of equipment. Reporting the need for any major repairs or replacements.
13. Give advice on design and operation of experiments, and assist in the classrooms with pupils and demonstrations.
14. In liaison with the Head of Science undertake development work as and when required.
15. Attendance at all department meetings as the representative for the Technician's Team
16. And such other duties as are within the scope and the spirit of the job purpose, the title of the post and its grading.



# PERSON SPECIFICATION – Senior Science Technician

PERSON SPECIFICATION – Pastoral Support Assistant		Essential	Desirable
<b>Education and Qualifications</b>	GCSE Grade C or above in English and Mathematics	✓	
	Higher qualifications at A level or above		✓
	Willingness to undertake further relevant training	✓	
	First Aid Qualification (or willing to be trained)		✓
	Experience of working with children/young people and experience of promoting positive behaviour	✓	
	Experience of using a range of computer packages including Microsoft Office	✓	
	Experience of communication with a range of individuals, including parents/carers and outside agencies	✓	
	Experience of working with students across key stages	✓	
	Working within a school/with groups of young people on a voluntary or paid basis.		✓
	Experience of working within in a school or educational environment		✓
	SIMS knowledge		✓
	Experience of working with students who are new to the school, newly arrived into the country, or through the transition process		✓
	Ability to work in a challenging environment and work under pressure	✓	
	Ability to produce accurate work to tight deadlines	✓	
	Excellent communication skills and the ability to relate to a wide range of people.	✓	
	Ability to establish and maintain strong relationships with all stakeholders.	✓	
	Ability to communicate clearly both orally and in writing	✓	
	Ability to maintain confidentiality at all times	✓	



	E-literate and competent in IT packages e.g. Microsoft Office	✓	
	Ability to assimilate information	✓	
	Knowledge of working with families to promote cohesion and achievement	✓	
	Evidence of skills required to engage with pupils and colleagues		✓
	Ability to relate sensitively to students and to contribute to a team approach to meet students' needs		✓
	Knowledge of education initiatives		✓
<b>Personal Qualities</b>	High level of emotional intelligence/ self-awareness	✓	
	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	✓	
<b>Safeguarding and Child Protection</b>	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		✓
<b>Professional Development</b>	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training		✓





## MAKING AN APPLICATION

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

The closing date for applications is Monday 15<sup>th</sup> June 2026

Applicants are advised to contact [schooloffice@bluecoatschool.com](mailto: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 the week commencing Thursday 18<sup>th</sup> 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@ietrust.org](mailto:catherine.alexander-gamble@ietrust.org)

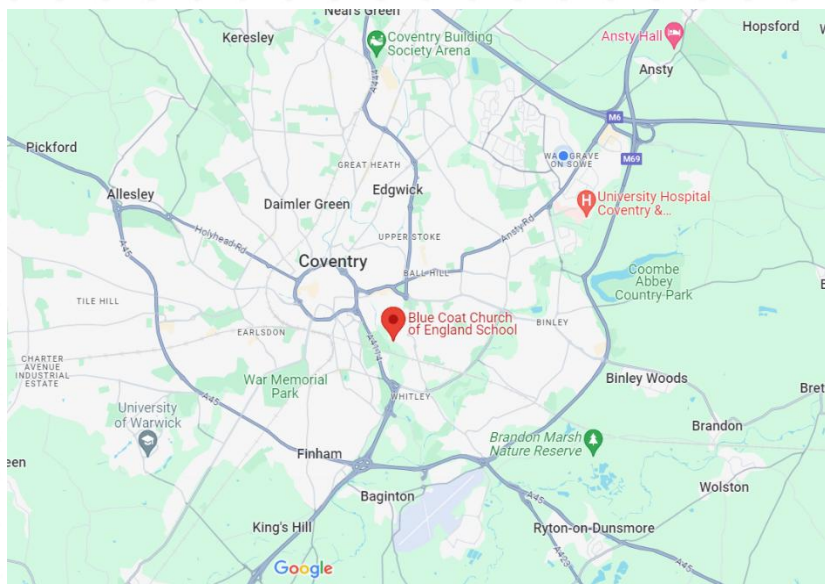
We look forward to hearing from you.





## 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 TES 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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