



# Blue Coat

Church of England School  
& Music College

Terry Road  
Coventry  
CV1 2BA  
024 7622 3542  
[recruitment@bluecoatschool.com](mailto:recruitment@bluecoatschool.com)

## Job Description

**Job Title:** Apprentice Administrative Officer

**Salary:** £210 per week

**Employment Status:** Fixed Term for one year

**Working hours:** 37 per week

**Working weeks:** All-year-round

**Responsible to:** Office Manager

## Core Purpose

- Under direction of the Office Manager and working as part of the office administration team, to act as the first point of contact on reception by responding to telephone and email enquiries, welcoming visitors, assisting pupils, parents and external agencies; following safeguarding procedures.
- To support all administrative duties including school events, department letters, trips and parents evenings
- To assist in the electronic filing of documentation using MStore

## Responsibilities

- To provide a proactive service on reception, including monitoring intercom systems, answering the telephone, welcoming visitors and dealing with sick or injured students.
- Support all aspects of pupil attendance, which may include, printing absence sheets, inputting coded absences, producing attendance lists, printing reports and providing pupil information using the schools information system.
- To use SIMs on a daily basis for school administration
- To undertake postal and reprographic duties as required
- To provide support with deliveries including receiving them, checking delivery notes and assigning deliveries to relevant staff.
- To carry out any other duties as directed by the Office Manager that are within the scope, purpose and spirit of the role.
- Provide support to the Office Manager during the school holidays in ensuring the school is prepared for the new term by completing printing requests, deliveries, answering calls and any other tasks that are directed to the office.

Headteacher  
Mrs V Shelley

Deputy Headteacher  
Mrs L Henden

  
Inspire Education Trust  
Together we achieve, individually we grow

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



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## Other Responsibilities

- To complete the full apprenticeship training programme
- Actively participate in your own development plan under the supervision of your line manager and training provider
- Participate in professional development opportunities with a willingness to develop additional skills and expertise
- Contribute to the overall ethos and aims of the School and Trust
- To promote and prioritise the safeguarding of all pupils and students
- To undertake any other duties and any reasonable instructions as requested by the Office Manager

## Review

Please note that this is illustrative of the general nature and level of responsibility of the role. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Office Manager / HR Manager and Training Provider

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## Person Specification

Training and Qualifications	Essential (E) Desirable (D)
GCSE Grade C/4 or above in English and Mathematics	E
Additional subjects at GCSE grade C/4 +/GCE O level.	D
Vocational qualifications e.g. First Aid	D
Experience	E/D
Experience working within an administrative role or customer facing role	D
Experience working with children	D
Skills, Abilities and Attributes	E/D
Good communication and interpersonal skills, confidence, professionalism and patience	E
Suitable standard of organisational skills with strong attention to detail and accuracy	E
Excellent literacy skills to provide a high level of effective clerical and administrative support	E
Good team player and have a flexible approach to work	E
The ability to use ICT including use of Microsoft Office software and outlook with a willingness to undertake additional IT training	E
Maintain confidentiality at all times	E
Able to remain calm, efficient and positive under pressure	E
Ability and willingness to follow instruction and learn new tasks	E
Positive approach to own continuous personal professional development and training with a commitment to completing the apprenticeship and obtaining a qualification	E
Ability to plan effectively, and work to deadlines within a busy reactive environment	D

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CORE COMPETENCIES	E/D
Clear understanding and commitment to safeguard and protect children	E
Adopts an inclusive approach to followers and non-followers of the Christian faith and committed to equal opportunities and respecting diversity in all forms	E
Conscientiously adheres to school / trust policies and procedures and works ethically	E
Works in a way that abides to the school values of <b>Care, Hard Work, Respect, Integrity, Servanthood</b> and working <b>Together</b> .	E
Embraces the vision "Living life in all its fullness" and devotedly helps all students achieve this	E

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