



# Blue Coat

Church of England School  
& Music College

Terry Road  
Coventry  
CV1 2BA  
024 7622 3542  
recruitment@bluecoatschool.com

## Job Description

### **Administrative Officer**

#### **Job Purpose**

To be a main point of contact for all student and parental enquiries, and to provide a high standard of operational support and customer service as a member of the school's administrative team.

#### **Terms and Conditions**

37 hours per week, term time only + 15 days, permanent

#### **Duties and Responsibilities**

- Point of contact for all student/parental enquiries, which includes telephone calls, reception and written correspondence.
- To assist in maintaining the schools detention system.
- To assist in the planning and implementation of whole-school events (including attendance at occasional evening events).
- To assist with administration tasks and correspondence for departments including mail merges.
- Provide full administrative support in relation to school trips.
- To maintain the electronic filing system.
- As directed to shadow other administrative staff on office procedures in case of staff absence.

#### **Other 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 schools information system.
- To assist in maintaining the school's database of student medical conditions, medication, healthcare plans and other responsibilities including administering first aid and the monitoring of diabetic students.
- To undertake postal and reprographic duties as required.
- To provide support for reception, taking phone calls, monitoring intercom systems, welcoming visitors, co-ordinating radio on-call support and dealing with sick or injured students.
- To assist in the collation activities for annual returns.
- To support the collation and dissemination of student records.

The post-holder will be expected to carry out any other duties and responsibilities as directed by Management that are within the scope, purpose and spirit of the grade and role.

**Responsible to:** Office Manager

Headteacher  
Mrs V Shelley

Deputy Headteacher  
Mrs L Henden



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## Person Specification **Administrative Officer**

<b>Training and Qualifications</b>	<b>Essential (E) Desirable (D)</b>
Good standard of general education and IT Skills, including English and Maths	<b>E</b>
Additional qualifications in sector-relevant fields e.g NVQ in Administration	<b>D</b>
First Aid Certificate (willingness to undertake)	<b>D</b>
<b>Experience</b>	<b>E/D</b>
Experience of working within an administrative/reception background	<b>E</b>
Commitment to ongoing professional development	<b>E</b>
Understanding administration processes	<b>E</b>
Experience of working within a school environment	<b>D</b>
Experience of using SIMs software packages	<b>D</b>
<b>Skills and Knowledge</b>	<b>E/D</b>
Excellent written and verbal communication skills, with the ability to communicate clearly and accurately	<b>E</b>
Excellent ICT Skills including ability to use all Microsoft packages to word process, send emails and letters, spreadsheets and mail merge.	<b>E</b>
Excellent interpersonal skills, with the ability to build effective relationships, both internally and externally	<b>E</b>
Able to prioritise own workload to meet deadlines and remain calm and positive under pressure	<b>E</b>
Ability to work in a very busy environment and cope with interruptions and multiple conflicting demands	<b>E</b>
<b>Knowledge and Understanding</b>	<b>E/D</b>
Understanding of safeguarding within an education environment	<b>E</b>

Headteacher  
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Personal Qualities	E/D
Excellent telephone manner	E
Approachable and trustworthy	E
Punctual, with excellent personal and professional boundaries	E
Organised, consistent and committed	E
Calm and consistent and act with integrity	E
Positive, approachable and enthusiastic; a team player	E
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, which 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

Headteacher  
Mrs V Shelley

Deputy Headteacher  
Mrs L Henden