



**THE BLUE COAT CHURCH OF ENGLAND (AIDED)
INFANT AND JUNIOR SCHOOLS' FEDERATION**

BELIEVING, CELEBRATING, SUCCEEDING

EXECUTIVE HEAD TEACHER: MR A. ORLIK



Believing, Celebrating, Succeeding

Level 2 Schools Administrator

Permanent

**G3 SCP 5-6 £25,583-25,989 (FTE) pay award pending
35 Hours per week term time only actual salary £20,815-21,622
8.30am-4pm Monday to Friday term time only**

The Governors are looking to recruit a well-motivated, enthusiastic, and resourceful Administrator ideally with previous experience of working in a busy school office and familiar with Arbor MIS. The role is based at the Junior School but the successful candidate will be employed by the Federation and could be asked to work at either school. The role includes daily office operations, administration and reception duties, providing admin and financial support to the school teams, under the guidance of the Senior Administrator.

Candidates must have relevant qualifications, have excellent communication skills to develop effective relationships and be able to work within appropriate professional boundaries.

What we are looking for:-

- Excellent timekeeping and attendance
- Good organisational skills, with a calm efficiency and a positive attitude.
- Good communication skills with the ability to work as part of a team.
- Ability to develop and maintain positive relationships with all stakeholders – pupils, parents and staff
- Good IT skills
- GCSE Maths and English is essential, and a level 2 relevant qualification for example: Business Administration, is desirable.
- Please see the job description for detailed person specification

There is a package of employee benefits available for all Blue Coat Federation employees.

At interview, candidates will be asked for photo identification and proof of qualifications. An online and social media check will be carried out for shortlisted applicants. The successful applicant will be subject to an enhanced DBS check.

We welcome applicants regardless of gender, age, ethnicity or religion.

Application forms, Job Description and Person Specification can be found on the Blue Coat Federation Website under Vacancies, alternatively please email Mrs L Mosedale Federation Business Manager for a pack or further information.

Email: lmosedale@bluecoatfederation.co.uk

Website: www.bluecoatfederation.co.uk

Last date for receipt of completed applications: noon Wednesday 23rd September 2026