



**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 3 Schools Senior Administrator (Supervisory)**

**Permanent**

**G5 SCP 12-17 £28,598-£31,022 (FTE)**

**35 Hours per week term time only actual salary £23,268-25,809**

The Governors are looking to recruit a well-motivated, enthusiastic, and resourceful Senior Administrator ideally with previous experience of working in a busy school office and using Arbor MIS. The role is wide ranging with responsibilities across both the Infant and Junior schools. The role includes daily office operations, providing support in finance, statutory returns, HR, student data and safeguarding.

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
- The ability to work independently with minimal supervision
- Outstanding organisational skills, with a calm efficiency and a can do attitude.
- Good communication skills with the ability to work collaboratively.
- Ability to develop and maintain positive relationships with all stakeholders – pupils, parents and staff
- Excellent IT skills, including assessing and manipulating data, and report writing
- Previous demonstrable experience in problem solving
- Experience in supervising staff
- Experience in financial administration procedures
- A level 3 qualification or equivalent, 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: [Imosedale@bluecoatfederation.co.uk](mailto:Imosedale@bluecoatfederation.co.uk)

Website: [www.bluecoatfederation.co.uk](http://www.bluecoatfederation.co.uk)

Last date for receipt of completed applications: 4pm on Monday 13<sup>th</sup> April 2026, interviews will be held the following week.