



The Blue Coat
School

Administration Officer



PROUD TO BE PART OF
Cranmer
Education Trust



**The Blue Coat
School**



Oct 2026

Dear Potential Candidate

Thank you for your interest in the post of Administration Officer at The Blue Coat School (<http://www.blue-coat.org>).

We are proud to be an Ofsted Outstanding, vibrant and welcoming 11-18 Church of England school with over 1,700 students of diverse faith, culture and background. We are consistently the highest attaining state secondary school in Oldham and amongst the highest in the country.

From humble beginnings, we have become one of the biggest, and most successful schools in the country. The school has a national reputation for high-quality teaching and learning, pastoral care, consistently high examinations results, and outstanding progress. Our most recent Ofsted Inspection, in 2022, judged the school to be outstanding in every category.

Blue Coat is dedicated to serving young people, to enable them to become everything they can be and everything they are meant to be. We are a Church of England school that welcomes other Christian denominations, and of other faiths, and none. Our Anglican beliefs, values and worship are the core of our life together in school.

Our aim is that all our pupils become good human beings, good friends, neighbours, citizens – people we are proud to know. Their social and emotional development, their self-respect and their ability to self-manage are just as important as their cognitive development. Pupils who are happy and secure in their school learn well and become successful people. High-quality pastoral care is at the core of the school.

The Blue Coat School is part of The Cranmer Education Trust, a strong and growing multi-academy trust based in Oldham and Rochdale, with partnerships that extend into Tameside, Manchester, Stockport and beyond in the East Greater Manchester/ Pennine/ Lancashire region. We are committed to our local and regional area and the diverse communities that our schools serve, and to the training and professional development of all the people who work in schools to provide the quality of education, inspiration, and nurture that our young people need and deserve.

We are looking to appoint an experienced Administration Officer who will play a key role in supporting the smooth day-to-day running of our school. The ideal candidate will have excellent administration, customer service, ICT and communication skills and be able to work effectively in a busy environment. We are seeking a well-organised, flexible and approachable individual who is passionate about providing exceptional support to our children, staff and visitors.

Continuing our legacy of excellence.

We are a proud member of Cranmer Education Trust.

The Blue Coat School, Egerton Street, Oldham, OL1 3SQ

Headteacher: Mr R Higgins. M.A.

secretary@blue-coat.org

0161 624 1484

www.blue-coat.org

f X @BCOldham



The Blue Coat School

The person specification sets out the key experience, commitment and essential professional skills and qualities that we are looking for.

Full details about the post and application form are available from: [Cranmer Education Trust Vacancies](#)

If you would like to discuss the position further, please contact hr@blue-coat.org to arrange a call with the Administration & Events Manager.

We look forward to hearing from you.

Yours sincerely,

Mr R Higgins
Headteacher

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Job Advert

“Pupils, and students in the sixth form, flourish at this school. They are immensely proud of their school and its history. Pupils experience an ambitious curriculum that is successfully designed to build a deep and secure body of knowledge over time. They are exceptionally well prepared for the next stage in their education.” (Ofsted 2022)”

Administration Officer

Grade 2 SCP 04 – 06, £26,016 – £26,847 per annum (pro-rata)

Actual Salary: £21,936 – £23,354 (dependent on continuous service & experience)

Full time, 36 hours 40 minutes per week

Term Time only Plus 2 days

Permanent

We are seeking to appoint an experienced and motivated Administration Officer to join our dedicated administrative team.

The successful candidate will possess excellent customer service, ICT, and communication skills, alongside the ability to work effectively in a fast-paced school environment. We are looking for someone who is highly organised, efficient, flexible, and calm under pressure, with a friendly and professional approach. A genuine commitment to providing an outstanding support service to our pupils, staff, parents, and visitors is essential.

We are looking for a candidate who:

- Excellent organisational and administrative skills
- Strong ICT competency and attention to detail
- Effective verbal and written communication skills
- A professional, approachable, and customer-focused manner
- The ability to prioritise workload and work independently
- A positive, flexible, and proactive attitude

Previous experience of working within a school environment would be advantageous, although it is not essential. This is an excellent opportunity for a dedicated administrator who is passionate about contributing to the smooth and efficient operation of a successful school.

Working for The Blue Coat School means that you would be part of the Cranmer Education Trust, a successful, growing Trust which prides itself on looking after its people, offering a high level of support and access to expertise. This is an excellent time to join the team, as we develop collaborative structures and systems to enhance and support our growing family of schools.

There are 10 schools in our trust, both primary and secondary schools, across Oldham and Rochdale. The trust also incorporates a teacher training school and the East Manchester Teaching Hub, which support the training and development of new and existing teachers across the North West of England.

For further details please visit: [Cranmer Trust Vacancies](#)

This position will be based at The Blue Coat School, Oldham, but may from time to time require travel as necessary to collaborate with other schools which are all locally based.

We offer:

- Opportunities for professional development in a growing Trust
- A strong school community that places children, families and staff at the heart of everything we do.
- A supportive team who will work with and alongside you to achieve the very best
- LGPS career average pension scheme including life insurance and dependent's pension
- Central Oldham location close to good transport networks

The Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Cranmer Education Trust follows safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

For further information please refer to:

- The Cranmer Education Trust's Safeguarding and Child Protection Policy [Trust Policies | Cranmer Education Trust](#)
- The Trust's statement on the employment of ex-offenders, in the vacancy Supporting Documents section.
- The job description and person specification for further information regarding the safeguarding responsibilities of the role.

Follow the link [Vacancies](#) to apply for this vacancy. Please note CVs are not accepted.

Closing date for applications:	19 October 2026 @ 09:00
Interview:	Friday 23 October (AM)
Start Date:	ASAP – Can be negotiated for the right candidate

The Cranmer Education Trust is an equal opportunities employer and will provide reasonable support to disabled applicants throughout the recruitment process.

**** Applicants are advised to submit their applications at the earliest opportunity. The Trust reserves the right to close the vacancy prior to the advertised deadline should a high volume of applications be received.**





Job Description

Role:	Administration Officer
Salary:	Grade 2, SCP 04 - 06
Working Pattern:	Full Time, Term Time Only Plus 2 days*
Hours:	09:10 - 17:00
Contract:	Permanent
Responsible to:	Administration & Events Manager/ School Business Manager
Contacts	Pupils, staff, parents, carers and guardians & visitors to the school

*** Term time plus 2 additional days:**

- One additional day will be worked on the **September INSET** day.
- The second additional day will be split between:

School Open Day	08:30 to 12:30 (4 hours)
Annual Speech Night	17:00 to 20:20 (3 hours 20 minutes)

Dates for these events are confirmed annually; however, Open Day is typically held on the last Saturday in September and Speech Night is usually held on the second or third Friday evening in November

Core Purposes of Post

To work as part of a multi-disciplinary team, to provide administrative and general support for whole school activities and provide excellent customer service to all.

Key Tasks

Administration

1. Provide administrative and clerical support including preparing letters, updating spreadsheets, sending emails, data entry, photocopying and associated routine tasks.
2. Maintenance of manual/computer data filing systems within the Administration office and with pastoral / curriculum departments including the use of the management information system (SIMS).
3. Preparation of information for school publicity, documentation and communication to parents both electronically and in paper format.
4. Support for the school recruitment administration processes and preparation of information for recruitment and training files
5. Liaise with Directors of Learning, senior management, external agencies, colleagues and parents as required.



6. Support school event planning and attendance, including Annual Speech Night, Founder's Day and Open Day, and provide occasional administrative support outside normal school hours as required.
7. Assist pupils with queries and concerns in line with school policy and procedure.
8. Receive visitors, undertaking general reception duties and providing hospitality for meetings as requested.
9. Provide cover for and assist other support teams when required, including but not limited to assisting with pupil welfare duties, looking after sick pupils, liaising with parents and staff.
10. Sort, distribute and administer incoming and outgoing mail.

Standard Duties

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection and to maintain high standards in your own attendance and punctuality.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, and that of the schools, sharing skills and expertise with others as required.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

The post is subject to an Enhanced DBS including a check against the children's barred list.



Person Specification	E	D	A/I/T
Qualifications			
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	✓		A
Willingness to obtain basic first aid certificate	✓		A/I
Experience			
Experience of working in a busy administrative environment	✓		A/I/T
Excellent IT skills including MS Office and an aptitude to work with other software	✓		A/I/T
Experience of team-working to work effectively with others, meet deadlines and goals	✓		A/I
Experience of working within a school in an administrative/business support capacity		✓	A
Skills & Abilities			
Communication skills to deliver polite, courteous and efficient customer service appropriately through all media i.e. face-to-face, telephone, email, etc.	✓		A/I
Literacy skills including spelling, grammar and punctuation, to be able to compose letters documents and communication	✓		A/I/T
Ability to follow procedures and instructions, anticipate priorities and manage workload.	✓		A/I
Ability to work accurately, pay attention to detail and a drive to achieve quality in all aspects of the role	✓		A/I/T
To continually improve own practice/knowledge through self-evaluation and learning from others	✓		A/I
Ability to embrace and utilise the latest technology to improve efficiencies	✓		A/I
Experience in handling sensitive, emotional and difficult situations with parents, colleagues, customers and suppliers.		✓	A/I
Knowledge			
Understanding why safeguarding is important when working with children/ young people	✓		A/I
Understanding equal opportunities and inclusion and how it applies in a school setting	✓		A/I
Knowledge of data protection and why it is important to keep information confidential when dealing with children and young people		✓	A/I
Work Circumstances			
Able to work flexibly as the workload demands	✓		A/I
Occasional attendance at and support for after-school events will be required and flexibility in working hours	✓		A/I

Essential:	E	Desirable:	D
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Application:	A	Interview:	I	Test:	T
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N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview