



Blue Coat Church of England Academy

Finance Officer

37 hours per week

NJC 19-22* (dependant on experience)

Term Time + 3 weeks

Are you a skilled and adaptable Finance Officer? Are you committed to supporting the work of a school to provide the best possible provision for students? Do you thrive on working as part of a team where every day is different and presents a new challenge? If so then this could be the job for you!

We are seeking to appoint a Finance Officer to work as a member of the school's Business and Academy Operations Team. The successful candidate will play a key role to support effective financial administration in school including raising orders, liaison with suppliers, preparing invoices for payment, reconciling charge card statements, reconciling petty cash, preparing School Gateway reports on trip payments, sending reminders to parents/carers for payment of supplementary charges and trip payments and raising purchase orders. We require staff who are excited by this opportunity and who are ready to embrace this challenge, supporting us in delivering a great local school for our local community. For all of us, staff, Governors, children and parents/carers, this is a once in a lifetime opportunity to make a difference to students' lives.

The school has been rated as 'Good' by Ofsted, most recently in January 2023:

"Blue Coat Church of England Academy is an inclusive school where kindness flourishes. The school's values include wisdom, service, endurance and hope. The school's culture is rooted in these values. There are positive relationships between staff and pupils. Staff know their pupils well, and pupils feel cared for. Staff have high expectations, and pupils live up to these."

Blue Coat Church of England Academy is one of the oldest educational establishments in Walsall, is well-respected and valued by the community it serves. We operate on a very collaborative approach to school improvement working with a range of other schools and nationally recognised trainers. The school is very proud of the family ethos which pervades all aspects of its work, which is grounded in Christian values. The school has recently been awarded the Rights Respecting Schools Silver Award, demonstrating our commitment to embedding the principles of the UN Convention on the Rights of the Child into our ethos and curriculum.

In order to be considered for interview, you must fully complete the application form and demonstrate your ability to meet the requirements outlined in the job description. The application form must be completed in full and C.V.s cannot be accepted. Please refer to school website for an application for and job description:

<https://www.bluecoatacademy.org/vacancies/>

Closing date: Thursday 9th October 2025 (Midday)

Interviews will take place, in person, on Wednesday 15th October 2025

Applications to be returned to applications@bluecoatacademy.org



Indicative Salary (Point 19= £29,829 Point 22= £31,353)

Blue Coat Church of England Academy is committed to the highest standards of safeguarding and promoting the welfare of pupils. All staff and volunteers are expected to share this commitment. This post is subject to enhanced DBS disclosure and a 'prohibition from teaching' check will be completed for all applicants. We are committed to the active promotion of equal opportunities and welcome applications from all backgrounds.