

Love God, love others

Let your light shine



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

BELIEVING, CELEBRATING, SUCCEEDING

EXECUTIVE HEAD TEACHER: MR. A. ORLIK

DEPUTY EXECUTIVE HEAD TEACHER: MS. E. INGRAM



Blue Coat Federation Business Manager

G10 - PT 36 – 39 £47,181 to £50,269

37 hours per week - Permanent position - Full year contract

Annual leave entitlement has to be taken in the school holidays

We are a Federation of the Blue Coat Infant and Junior schools and also a specialist resource provision for children with complex communication needs. The two schools share a commitment to high standards and a strong Christian ethos. We enjoy strong support from our parents/carers and the schools successfully serve their multi-faith community. Both schools are three form entry and there are over 650 children attending the two schools, the specialist resource provision serves an additional 16 pupils from Reception to Year 6.

The Role:

The Blue Coat Federation of is looking to appoint a Federation Business Manger to play a significant role in the leadership and management of both the Infant & Junior Schools. The successful candidate will manage a team of people across the Federation and be part of the leadership team. The role will also require the successful candidate to work in collaboration with Lichfield Diocese and Walsall local authority as required.

What we are looking for:

This is a great opportunity for an exceptional and experienced School Business Manager who is looking for their next challenge. This person will manage and maintain all business aspects across our Federation. We are looking for someone that is able to manage the schools' sites, buildings and financial resources with support from Walsall local authority, administration management (Arbor), human resource management in each school and across the Federation, and support the information systems and premises functions. This person is key to maintaining the high standards already in place whilst supporting the Executive Head of the Federation in his duties to ensure that all elements of Blue Coat's provision meet its educational aims and priorities.

Naturally this person will have highly effective interpersonal and communication skills, exceptional organisation and problem solving skills, with an ability to work under pressure and prioritise accordingly. Good working knowledge of MS Office package and ideally Oracle Finance and Arbor.

Both Blue Coat Federation schools are forward thinking, lively and ambitious. Ofsted has judged both schools to be good. We also work in close partnership with the Broadway Cluster of schools and the Lichfield Diocese.

We are looking for someone that can contribute to the overall ethos, work & aims of the schools, establish constructive relationships and communicate with other agencies & professionals, attend and participate in regular meetings, participate in training and other learning activities and performance development as required and recognise own strengths and areas of expertise and use these to advise and support others.

Blue Coat CE (A) Infant School

Assistant Head: Mr. D. Matthews
Hanch Place, Walsall, WS1 3AF
Tel: 01922 720740 Fax: 01922 720306
Email: postbox@bluecoatfederation.co.uk

Blue Coat Federation Inclusion and Behaviour

Assistant Head: Mrs. L. Adlington-McArthur
Springhill Road, Walsall, WS1 2LP
Tel: 01922 720921 Fax: 01922 640013
Email: postbox@bluecoatfederation.co.uk

Blue Coat CE (A) Junior School

Assistant Head: Mr. P. Harris
Springhill Road, Walsall, WS1 2LP
Tel: 01922 720921 Fax: 01922 640013
Email: postbox@bluecoatfederation.co.uk

www.bluecoatfederation.co.uk

The post will commence as soon as possible in negotiation with the successful candidate.

Further Information:

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

- Professional development programme for staff development;
- 24/7 Employee Wellbeing Support Programme (free and confidential);
- Local Government Pension Scheme;
- Cycle to work scheme.

An online search will be undertaken of all shortlisted candidates after they have been selected to be interviewed. Shortlisted candidates will have an opportunity to discuss anything that arises from the online search during their interview.

Appointment is subject to DBS enhanced clearance plus 2 suitable professional references. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Informal visits to the schools are welcome. Please contact the Executive Head, Mr Anthony Orlik by emailing AOrlik@bluecoatfederation.co.uk to make an appointment.

Application forms and further details are available from the Federation website: www.bluecoatfederation.co.uk or by emailing Anthony Orlik: aorlik@bluecoatfederation.co.uk

Last date for receipt of completed applications: 12pm Thursday 18th September 2025

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