

The Coppice Primary School
Shawhurst Lane
Wythall
B47 5JN



Interim Admissions and Data Protection Officer

Salary: SC5 SCP 12-17 (dependent on qualifications and experience)
FTE: £22,183 - £24,491
Actual salary: £2,833 - £3,128

Hours: 21 hours, Tuesday – Thursday 8:30am – 3:30pm with 1 hour for lunch; 10 week fixed term contract with 1 week notice period whilst recruiting for the permanent full time position

The Coppice Primary School (“The Coppice”) is looking to recruit an outstanding Interim Admissions and Data Protection officer to work in our busy, friendly school office.

This is an exciting opportunity for a dependable and hard-working individual to join The Coppice on a short term basis in a role for which a permanent replacement is being sought. This position could provide useful experience for future applications.

The successful candidate will be primarily responsible for Admissions, Data Protection and school displays as well as undertaking general office duties in the interim period taking the handover from the incumbent post holder and covering the duties until the full-time permanent replacement is recruited. For full details, please see the attached job description.

We are looking for a confident and suitably qualified person to join our team who:

- Is an enthusiastic, highly motivated individual who will bring a sense of energy and passion to the role
- Proven organisational and time management skills
- Respects confidentiality with sensitivity and judgement
- Has a strong sense of accuracy and attention to detail
- Has excellent communication and interpersonal skills: able to deal with parents, staff and children
- Can use their initiative to work independently and flexibly
- Is able to adapt to change at short notice
- Is able to multitask, prioritise workload and use initiative
- Has excellent ICT and Word Processing skills
- Is innovative and creative with display ideas
- Experience with Admissions and Data Protection desirable but not essential as training will be given

We offer:

- A friendly, welcoming and supportive school
- Excellent professional development opportunities
- Caring and committed colleagues and Senior Leadership Team

The Coppice Primary School is wholly committed to safeguarding our children, and, as part of this, the successful candidate will be subject to enhanced DBS checks.

- Closing date for applications Monday 17th January 2022
- Shortlisting will take place 18th January 2022
- Interviews and observations will take during 19th / 20th January 2022

The interview process will involve a 30 minute practical element followed by an interview with the School Business Manager, Headteacher and a member of The Board of Trustees.

Start date: As soon as possible after the interview process and following completion of the DBS check and the obtaining of references. Indicatively 25th January 2022.

If you would like more information then please contact the School Business Manager, Clare Webster on 01564 826709 or email via office@coppice.worcs.sch.uk.

To apply for this job, please download and print the application form. Once complete please email to office@coppice.worcs.sch.uk for the attention of the School Business Manager.

We look forward to hearing from you.