

**THE COPPICE PRIMARY SCHOOL, Shawhurst Lane, Hollywood,  
Birmingham, B47 5JN**



**Role: Attendance, Finance & HR Administrative Officer**

**Hours:** 35 hours per week. being 8.00 to 15.45 each day (Monday – Friday) with a 45-minute lunch. This will be a Term-Time plus TED days role. Some flexible working to accommodate holidays and evening working. Potential overtime if agreed by both parties

**Salary: Support Staff Pay Scale Point 7 to Point 13, depending on experience.**

**\*The job description and person specification for this role applies to scale points 7 – 11. For pay to be on scale points higher than this i.e. points 12 – 13 there will need to be additional management responsibilities negotiated (based on experience) at the recruitment stage.**

**Contract type:** Part-time, permanent

**Suitable for:** Those with a qualification or skills/qualities relevant to the role (see attached person specification)

**Start date:** As soon as possible

The Coppice is one of the top performing schools in the area and is a large three-form primary school. We are annually over-subscribed, being a hugely popular school. We have a great reputation for being a warm, welcoming and supportive school. Though in a semi-rural part of Worcestershire, we closely border Birmingham and Solihull. This is an exciting time for our school and a perfect opportunity for a committed, enthusiastic and motivated School Administrator to join our team.

We are seeking to appoint a knowledgeable, enthusiastic and efficient Attendance, Finance & Human Resources Administrative Officer to undertake a wide range of duties within the school's office team under the direction of the School Business Manager.

**The successful candidate will:**

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- Ideally have experience of working as a School Finance Assistant or a similar role within a similar setting.
- Have previous knowledge of school financial administrative systems and processes. However, these would be an advantage but not essential as training will be available.
- Have previous knowledge and experience of school attendance and human resource administration.
- Have excellent interpersonal, communication and organisational skills
- Be committed to fostering excellent relationships with Parents, Carers and wider community.
- Be forward thinking and pro-active.

**Benefits of joining our team:**

- There is great support for any new member of staff from both the Senior Leadership Team and wider teaching and learning team.
- Our children are lovely, well-behaved and very motivated to learn.
- Being a large school, there are opportunities for career development.
- We place a high degree of importance on the professional development of staff. For example, we have just purchased a membership to the National College that all staff have access to.
- Staff laptop
- We offer a subsidised BUPA membership

If you would like to visit our lovely school, please contact our school office at [office@coppice.worcs.sch.uk](mailto:office@coppice.worcs.sch.uk) and we will arrange a tour of the school and a chance to ask questions about the role with Billy Hutt: Headteacher and Dave Webster: School Business Manager.

For further information, please visit our website ([www.coppice.worcs.sch.uk](http://www.coppice.worcs.sch.uk)).

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

**Closing date: Wednesday 10<sup>th</sup> January 2024 (though, we would welcome applications any time before this date). Just download and return the application form.**

**Provisional Interview Date: Thursday 18<sup>th</sup> January 2024**

**The interview process will comprise task-based scenarios and a formal interview.**