

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



Role: Attendance & Finance Administrative Officer

Hours: 22.5 hours per week. being 8.30 to 12.45 each day (Monday – Friday) with a zero-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 5 to Point 6, depending on experience.

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 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:

- Ideally have experience of working as a School Finance Assistant or a similar role within a similar setting.
- 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.
- 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. However, these would be an advantage but not essential as training will be available

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.
- 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 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).

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: Friday 17th January 2025 (though, we would welcome applications any time before this date). Just download and return the application form.

Provisional Interview Date: w/c Monday 27th January 2025

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