



The Birches Specialist Support Primary School

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Head Teacher: Mr Rob O'Hara

School Admin Coordinator Vacancy Grade 5 £29,064 - £32,061 (£25,000 - £27,578 pro rata) Permanent TTO (39 weeks)

The Birches is an outstanding school for primary aged children with a range of special educational needs. This is an exciting opportunity to become part of a positive and innovative team that aims to provide high quality support for our children and their families.

We require a proactive and reflective practitioner that can make a positive impact on systems and procedures. We are looking to appoint a professional, enthusiastic, hard-working administration manager to join our effective team. The successful candidate will enjoy working in a busy and varied office environment, must be self-motivated and able to work to deadlines.

The successful candidate will need to have:

- Excellent communication and interpersonal skills
- Excellent financial, admin and ICT skills
- Experience of working in a school office
- A good working knowledge of SIMS

In return we can offer:

- A positive, friendly and highly supportive atmosphere
- A committed staff team and Governing Body to work alongside
- A challenge
- Fantastic pupils!

This post requires enhanced DBS clearance. The school is committed to the safeguarding of children. We welcome applications regardless of age, gender, ethnicity or religion. Only applications submitted on the school's application form will be considered. CVs will not be accepted. References will be requested prior to interview. No telephone calls or emails from agencies please.

Closing Date: Wednesday 21st January 2026 at 12 noon.

Interviews will take place: Wednesday 28th January 2026.

Full details and the application form are available from the school or via the school website

[Email:jobs@thebirchesschool.org](mailto:jobs@thebirchesschool.org)

