



Receptionist and Admin Assistant

LBR Scale 4 - £27,855 [pro rata]

15-20 hours per week (5 days per week - during the school day)

44.46 weeks per year, term time only plus INSETs and training

Coppice is a vibrant, creative, happy school in Hainault in the London Borough of Redbridge. We serve a diverse community and work together towards providing an outstanding education for all our children and families.

We are looking to recruit an enthusiastic and committed Receptionist/Administrative Assistant who is passionate about working in a team supporting young people to reach their full potential to cover administrative duties in the school office.

You will be joining an experienced, skilled and committed team who provide our school with all different types of administration, such as; answering phone calls, photocopying, mail distribution, liaising with the stakeholders of the school, writing letters and emails, minute taking, diary, calendar and website management, supporting the Senior Leaders of the school, assist in arranging school trips, events and activities and welfare support.

We will seek to offer you the support you require to develop your skills and practise, whilst in turn expecting you to be flexible and willing to take on challenges.

We would welcome you if you would like to come and visit the school prior to making your application, please call the school office to make an appointment on 020 8708 0740. For further details, please see the job description. We have the same post at our Federation school, William Torbitt.

This post is for 15-20 hours per week term time only (Split over 5 days)

Applications should be made by 12pm on Sunday 13th July 2025 with interviews on Tuesday 15th July 2025, please send only completed applications to: recruitment@coppice.redbridge.sch.uk

Coppice is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff will be subject to an enhanced DBS check.

Coppice Primary School is committed to reflecting the diversity of the school community.

Coppice Primary School is an equal opportunities employer.