

Coppice School  
Ash Hill Road  
Hatfield  
Doncaster  
DN7 6JH  
Tel: 01302 844883  
Email  
[coppice.admin@nexusmat.org](mailto:coppice.admin@nexusmat.org)

Number of Roll 130

Admin & Transport  
Assistant  
1 Year Maternity Cover  
Grade 7 – 37 Hours Term Time  
+ 2 weeks

We are a 3-19 school which educates a wide variety of very special children and young people with additional needs. We are looking for a dynamic and innovative person who is interested in developing their administrative and managerial skills.

Our school works collaboratively and you will be fully supported to develop your role.

The successful candidate will ideally start the role after the October half term (1<sup>st</sup> November 2022)

We look forward to welcoming you to Coppice School.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level. Further information about the Disclosure Scheme can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

Informal visits are strongly recommended and can be arranged by contacting the school office. Application packs are also available on request from the school office.

Closing date for receipt of applications is Sunday 25<sup>th</sup> September 2022 and interviews will be held on Friday 30<sup>th</sup> September 2022.



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*At Coppice  
School we all...*

**C**ommunicate  
to help us to  
shape our  
future

**O**pen doors  
to exciting  
opportunities

**P**practice the  
skills important  
for life

**P**romote  
friendships and  
care for each  
other

**I**nclude  
everybody

**C**elebrate our  
individuality  
and  
independence

**E**njoy and excel



*We are kind – We try our best – We prepare for a better future*

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Hilltop School, Larch Road, Maltby, Rotherham, S. Yorks, England, S66 8AZ.

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