

Please note all job descriptions are subject to JDPS Review and all Job Grades are subject to BCC Job Evaluation under the Equal Pay Programme.

If you wish to go out to advert for an Administration and Finance role, please contact EPPSchools@birmingham.gov.uk who will be able to provide a JDPS formatted for the purposes of recruitment.

Job Title	Rolemapper Reference No.	Grade Subject to Evaluation
Clerk to the Governing Board	RM-00119374	A
Examinations Invigilator	RM-00119376	A
Examinations Lead Invigilator	RM-00119377	B
Examinations Officer	RM-00119375	B
Examinations Officer (Multi-Site)	RM-00159573	B
School Data Manager (Primary)	RM-00161051	C
School Data Manager (Secondary)	RM-00161052	C
School Examinations & Data Manager	RM-00119418	C
General Administration Assistant	RM-00120983	A
School Administration Assistant	RM-00119381	A
School Administration Assistant, Attendance	RM-00124315	A
School Administration Assistant, Attendance & Admissions	RM-00119382	A
School Administration Assistant, Curriculum & Examinations	RM-00152655	A
School Administration Assistant, Data	RM-00119383	A
School Administration Assistant, Finance	RM-00119386	A
School Administration Assistant, Finance & HR	RM-00130865	A
School Administration Assistant, HR	RM-00137718	A
School Administration Assistant, Reception	RM-00119389	A
School Administration Assistant, Reception & Attendance	RM-00119387	A
School Administration Assistant, Reception & Finance	RM-00130894	A
School Administration Assistant, Reception, Finance & HR	RM-00130886	A
Cover Manager & PA to the Headteacher	RM-00119419	B
PA to the Headteacher	RM-00119421	B
School Administrator	RM-00119403	B
School Administrator, Attendance	RM-00119902	B
School Administrator, Attendance Lead & Safeguarding	RM-00152383	B
School Administrator, College Finance & HR	RM-00130892	B
School Administrator, Data & Exams	RM-00119404	B
School Administrator, Finance	RM-00119393	B
School Administrator, Finance & HR	RM-00119392	B
School Administrator, HR	RM-00119395	B
School Administrator, Pastoral	RM-00119396	B
School Administrator, SEND	RM-00119397	B
School Administrator, SEND & Admissions	RM-00119398	B
School Administrator, SEND & School Operations	RM-00119399	B
School Administrator, SEND, Pastoral & Data	RM-00119400	B
School Administrator, Senior Secretary	RM-00119401	B
School Administrator, Site & Operations	RM-00119402	B
School Administrator, Specialist Outreach Service	RM-00124316	B
School Administrator, Staffing	RM-00130884	B
EHCP Coordinator	RM-00161058	B
SEND Admissions Coordinator	RM-00161108	B
Office Manager	RM-00119420	B
Office Manager & Safeguarding	RM-00119378	B
School Bursar	RM-00119406	C
School Bursar & Attendance Manager	RM-00119405	C
School Finance Manager	RM-00119409	C
School HR Manager	RM-00119411	C
School HR Manager & PA to the Headteacher	RM-00119410	C
School Operations Manager	RM-00119379	C
Senior Office Manager	RM-00119414	C
Senior Office & Communications Manager	RM-00119414	C
Senior Office & Data Manager	RM-00119413	C
Senior Office Manager, HR	RM-00119415	C
Senior Office Manager, Safeguarding	RM-00119825	C
School Business Manager	RM-00119407	D
School Business Manager & Safeguarding	RM-00119826	D
Strategic Data Manager	RM-00119412	D
Strategic HR Manager	RM-00130889	D