

**Birkwood Primary School**  
**Staffing 2026 - 2027**



**Office Staff**

| <b>Name</b>                                                                                                  | <b>Role</b>                    | <b>Responsibilities</b>                                                                      |
|--------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------|
| <b>Rachel Cocking</b><br>   | <b>School Business Manager</b> | <b>Finance</b><br><b>Administration</b>                                                      |
| <b>Alison Booth</b><br>    | <b>Administration Officer</b>  | <b>Administration Support</b><br><b>Attendance</b><br><b>Educational Visits Co-ordinator</b> |
| <b>Vicky Clifford</b><br> | <b>Administration Officer</b>  | <b>Administration Support</b>                                                                |