



Administration Officer

Start date: September 2025
Pay range: Grade 3, SCP 5-6 £26,649- £27,072 FTE (£22,640- £23,000 actual)
Contract: Permanent, full-time
Hours: 37 hours per week, 8am - 4pm (3.30pm finish on Fridays), term time only

At Courthouse Junior School, our aim is for every child to flourish. We work hard but only on things that make a difference.

You'll be joining the administrative team of a three-form entry Junior School, part of the Alwyn and Courthouse Federation, with an inclusive ethos based in the Royal Borough of Windsor and Maidenhead.

Due to the retirement of a long-serving staff member, we are now seeking a flexible, proactive and efficient Administration Officer. This is a key front facing role, providing support to all stakeholders at the school.

We are looking for someone who:

- Has an excellent customer care skills with experience of dealing with face-to-face interaction
- Is an organised and efficient record keeper
- Is an effective time manager able to work to tight deadlines
- Is an efficient communicator with good oral and written English
- Has working knowledge of Microsoft Office (Word, Excel, Outlook, Teams)
- Experience of using school MIS systems would be beneficial, but training will be provided.

For further information and to apply, please visit our website www.courthousejunior.co.uk

If you require more information about the role or wish to arrange a school visit, please contact Todorka Rolfe on 01628 626958.

Completed forms should be sent to Todorka Rolfe (Business Manager) to trolfe@courthousejunior.co.uk

Application deadline: 13th July 2025
Interview date: w/c 14th July 2025

Our school is committed to safeguarding. The successful applicants will be required to provide suitable references and undergo an enhanced DBS check.

Executive Headteacher: Mr Lawrence Hyatt
Head of School: Mrs Fiona Hayes
Courthouse Junior School
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