



Business Support Assistant

Start date: As soon as possible
Pay range: Grade 4, SCP 7-11 £28,383- £30,253 FTE (£9,776- £10,412 actual)
Contract: Permanent, part-time
Hours: 15 hours per week (flexible), term time only

At Alwyn and Courthouse Primary Federation, our aim is for every child to flourish. We work hard but only on things that make a difference. You'll be joining the school business support team of the Alwyn and Courthouse Primary Federation, with an inclusive ethos based in the Royal Borough of Windsor and Maidenhead.

We are seeking a flexible, proactive and efficient Business Support Assistant to provide support to the finance, HR and facilities functions of the federation. This is a key business role, providing support to all stakeholders.

We are looking for someone who:

- Has financial background (through qualification or experience)
- Has good people skills
- Is an organised and efficient record keeper with good eye for detail
- 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).

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: 5th November 2025
Interview date: w/c 10th November 2025

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