



ST. EDWARD'S ROYAL FREE ECUMENICAL MIDDLE SCHOOL

LEARNING TOGETHER IN CHRIST

SERVICE EXCELLENCE RESPECT FAITH

June 2026

Dear Colleague,

I am delighted that you are considering a position with us at St Edward's Royal Free Ecumenical Middle School. Thank you for requesting further information following our advertisement for the role of Finance Administration Manager. I hope that you find the information enclosed useful and that you feel inspired to apply for this exciting and important post in our school.

St Edward's Royal Free is a heavily oversubscribed Middle School for pupils in Years 5 to 8 in light and attractive well-maintained buildings in an idyllic location in Windsor (with plenty of onsite parking for staff). Our vision of growth, taken from the parable of the mustard seed, and our four values of service, excellence, respect and faith, permeate everything that we do here.

Our team is made up of a unique combination of secondary and primary qualified teachers and a variety of support staff colleagues who have varied backgrounds, but who all have an interest with working with pupils within this age range. Working in a middle school is exceptionally rewarding. It provides the opportunity for subject specialist teaching and learning in both Key Stages Two and Three but without the pressure of external examination results. Many colleagues who have joined us from secondary or primary schools have commented on the positive impact on their wellbeing.

As the Headteacher I am fully committed to the wellbeing and development of our staff. We offer a choice of CPD programmes, with the flexibility for colleagues to do what best suits their professional and personal circumstances. I also take an interest in enabling staff to further develop their careers. We also provide staff with the technology required to make their lives easier with every member of staff being provided with a laptop. Our recent Ofsted report (September 2022) recognised the commitment to staff wellbeing, 'Staff feel very supported by leaders. They are overwhelmingly positive about working in such a considerate and professional community.' Our staff team is hugely supportive and kind, and our caring ethos makes this a very rewarding place to work.



Headteacher: Mrs N Adamson BA (Hons), MA NPQEL
Parsonage Lane, Windsor, Berkshire. SL4 5EN

Telephone: 01753 867809 | Website: www.sterf.org.uk | E-mail: office@sterf.org.uk



ST. EDWARD'S ROYAL FREE ECUMENICAL MIDDLE SCHOOL

LEARNING TOGETHER IN CHRIST

SERVICE EXCELLENCE RESPECT FAITH

Our pupils are also a joy to work with. They are proud of the school and contribute fully to school life and continue to surprise me daily with their acts of kindness, their enthusiasm and their desire to make a difference. Visitors to the school are quick to complement us on our pupils' maturity and their welcoming nature and local community groups are grateful for the support of our pupils.

The finance team is an integral part of helping the school run efficiently. It's a busy environment so a smile and good sense of humour are important.

This school is also fortunate as a voluntary-aided ecumenical school to receive strong support from the governing body, parents, Local Authority and both Oxford (Church of England) and Portsmouth (Catholic) dioceses. Many visitors comment on the friendly atmosphere and good relationships evident. I believe we are in a good position to build on these strengths and take the school forward over the next few years.

Please complete the enclosed application form if you would like to apply. In your application statement (on the application form) you should include how your qualifications, experience and personal qualities make you the right candidate for the job. The closing date for applications is 9am on Monday 29th June 2026.

If you would like to visit us to find out more about the school either before or after submitting an application, please do so by telephoning the school office.

Thank you for showing an interest in our advertisement. I very much look forward to meeting you and reading your application.

Yours sincerely,

N Adamson

Enc.Application Form
Job Description
Person specification



Headteacher: Mrs N Adamson BA (Hons), MA NPQEL
Parsonage Lane, Windsor, Berkshire. SL4 5EN

Telephone: 01753 867809 | Website: www.sterf.org.uk | E-mail: office@sterf.org.uk