Federation Business Officer

Start date: January 2027
Pay grade: MG8 (FTE £39,580 - £43,543)
Contract: Permanent
Hours: 30-37hrs per week, flexible depending on candidate. Term time plus 1 week.

We are looking for someone to join the business support team of the Alwyn and Courthouse Federation in Maidenhead. The role includes working across both schools, which are on adjacent sites with access across the playground.

This is a key role, providing operational leadership support to the Federation Business Manager, Executive Headteacher and Heads of School.

You will be responsible for purchasing and accounts payable/receivable for both schools, ensuring processes are in line with regulations and policies, as well as supporting the Federation Business Manager with recruitment, payroll and HR-related matters.

Experience of working in an educational environment is preferred but not essential, although a strong financial background is required, including a recognised accounting qualification.

Essential skills:

- IT literate
- Organised and flexible with a good working knowledge of Excel
- Able to deal with confidential information
- Highly organised and able to deal effectively with conflicting priorities and limited resources
- Good interpersonal skills
- Self-motivation

For further information and to apply, please visit our websites www.alwyn.org.uk and www.courthousejunior.co.uk

Completed applications should be sent to jobs@alwynandcourthouse.co.uk

Application deadline: Wednesday 25th November 2026
Interview date: w/c 30th November 2026

The Alwyn and Courthouse Federation is committed to equality of opportunity and to safeguarding and promoting the welfare of children and expects all who volunteer and work here to share this commitment.

This post is subject to an enhanced disclosure through the Disclosure and Barring Service.