



# Altwood

## Church of England School

### **Administration Officer**

Part Time 2 days per week (to be agreed)  
Scale 3 pt 5-6 – Actual Salary £6,987 - £7,127  
Term Time Plus 3 days in School Holidays

The colleague appointed will support the work of the school's Administration office. The colleague should have a strong administrative background with good Microsoft Office knowledge. They should be adaptable, able to work in a confidential / sensitive environment and be able to thrive utilising their skills in some of the following areas:

- Extensive and detailed use of all Microsoft systems
- SIMS system / database (training will be provided)
- Pupil Reception Duty
- Visitor Reception Duty
- Cash handling
- Telephone calls to parents when requested
- Telephone contact with other schools
- First Aid (training will be provided)

For an application form and details of how to apply please visit our web site [www.altwoodschool.co.uk](http://www.altwoodschool.co.uk)  
Visits to the school for shortlisted applicants are welcome.

Altwood Church of England School has the responsibility for and is committed to safeguarding children and young people and for ensuring that they are protected from harm. This post is subject to an enhanced DBS check.

Please forward completed applications  
via email to: [recruitment@altwoodschool.co.uk](mailto:recruitment@altwoodschool.co.uk)  
or via post to:

Recruitment  
Altwood Church of England School  
Altwood Road  
Maidenhead  
Berkshire SL6 4PU

Closing Date: Candidates are asked to make an application as soon as possible with a view to interviews being held in the near future.

Registered Office  
Altwood Road, Maidenhead SL6 4PU.  
Tel: 01628 622236 Email: [Altwood@altwoodschool.co.uk](mailto:Altwood@altwoodschool.co.uk)  
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