



# Pott Shrigley Church School

Shrigley Road, Pott Shrigley, Cheshire  
SK10 5RT  
Tel: 01625 573260  
e-mail: [admin@pottshrigley.cheshire.sch.uk](mailto:admin@pottshrigley.cheshire.sch.uk)  
Headteacher: Mrs Anne-Marie Willis

## **Job Vacancy: Bursar / School Administrator**

**Position: Bursar / School Administrator**

**Grade: Grade 6 / Grade 4 depending on experience**

**Hours: To be agreed but in the region of 25-30 hours total – possibility to be split between two roles.**

**Contract details: Temporary with a view to becoming permanent**

**Closing date: Friday 10<sup>th</sup> January 2025**

**Shortlisting: Monday 13<sup>th</sup> January**

**Interview date: Wednesday 15<sup>th</sup> January**

**Start date: Monday 27<sup>th</sup> January or soon thereafter**

### **About Pott Shrigley Church School**

- We are an extremely welcoming and supportive rural primary school on the edge of the beautiful Peak District National Park. We believe in an ethos of kindness which is underpinned by our Christian Values and our mission statement '*Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you*' Ephesians 4:32. We live out these values every day with children, staff, parents, governors, volunteers and other members of our school community.
- We currently have 30 children on roll who are taught in three classes.

### **What Pott Shrigley can offer:**

- A strong, happy, motivated and adaptable staff team who strive for the best for all the children.
- Strong relationship with St. Christopher's Church and the parish.
- Good relationships with the local community which provide us with access to sports grounds and a base for Forest School along with a range of further enrichment opportunities.
- A focus on mental health and wellbeing of our children and staff with an emphasis on learning outside the classroom.
- A supportive and forward-thinking Governing Body.

### **Arranging a visit to Pott Shrigley Church School**

- To arrange a visit or an informal chat with the head teacher Anne-Marie Willis, please contact the office on 01625 573 260 or email [head@pottshrigley.cheshire.sch.uk](mailto:head@pottshrigley.cheshire.sch.uk).

You are welcome to phone or email with any questions you may have.

To apply for this post please visit the Pott Shrigley Church School Website to download an application form. Completed forms should be returned to [head@pottshrigley.cheshire.sch.uk](mailto:head@pottshrigley.cheshire.sch.uk)

If you have any queries or require further information, please email [admin@pottshrigley.cheshire.sch.uk](mailto:admin@pottshrigley.cheshire.sch.uk)



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*Pott Shrigley Church School and the Chester Diocese Board of Education are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All safer recruitment checks are considered confidentially and according to the nature of the role and information disclosed.*