



# 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)

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

**Position: Bursar / School Administrator**

**Grade: Grade 6 Salary range £27,000-£30,000 depending on experience - this is pro rata (25 hours per week) and term time only (38 weeks per year).**

**Hours: 9am - 2pm daily (25 hours per week) with some flexibility for the right candidate. Term time only.**

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

**Closing date: Monday 12<sup>th</sup> January 2025**

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

**Interview date: Wednesday 14<sup>th</sup> January**

**Start date: ASAP**

### **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 27 children on roll who are taught in three classes.

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

- A 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 Mark Harrison, please contact the office on 01625 573 260 or email [head@pottshrigley.cheshire.sch.uk](mailto:head@pottshrigley.cheshire.sch.uk).



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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)

*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.*

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