



**Great & Little Shelford Church of England (Aided) Primary School**

**School Vision:**  
*We live and work in harmony  
with love for one another  
so we can achieve our potential  
within a community of life-long learners.*

Great Shelford and Little Shelford are pleasant villages located 4 miles south of Cambridge, well placed for access to the M11. There is a railway station and trains run regularly to Liverpool Street and Cambridge. The school's catchment area includes children from both private and council housing in the villages.

Gt. & Lt. Shelford Primary School is situated in Great Shelford next to St. Mary's Church. The school maintains close and positive links with St. Mary's as well as All Saints in Little Shelford and Great Shelford Free Church.

There are currently 210 pupils on roll grouped in 7 classes.

The Reception class admits children in the September of the year in which they are 5. There are two further KS1 classes and four KS2 ones. At the age of 11 the children transfer to secondary school, with around 80% of pupils transferring to Sawston Village College.

The Governors employ 8.8 (FTE) teachers including the Headteacher, a Deputy Headteacher, Inclusion Leader and Forest School Leader. We have a wonderful group of Teaching Assistants, who support in 1:1 and general roles. Our teaching assistants form the largest part of the lunchtime team ensuring very good continuity of care and provision at lunchtime. Our office is staffed by two roles – an Administrative Assistant and an Office Manager (with the responsibility of Finance Secretary). There are 3 kitchen staff (Leicestershire Traded services), 2 cleaners and a caretaker.

The school takes great pride in providing a friendly and caring environment for all our staff and pupils. We are fortunate in receiving considerable support from parents at all stages of their children's time here. Many of them work voluntarily in our classrooms in addition to the traditional PTA involvement. We offer a stimulating and challenging curriculum with every opportunity for individuals to excel in all fields and all classes and cater for a broad range of ability. The curriculum is organised via creative projects, which is furthered by a wide variety of extra-curricular activities. These are organised by our own staff, external providers and members of the local community and include our very popular sports teams, school orchestra, choir, drama and other clubs. We also have a successful breakfast club, pre-school and after school club on site.





**Great and Little Shelford C E (A) Primary School,**  
Church Street, Great Shelford, Cambridge, CB22 5EL

Tel: 01223 843107  
[office@shelford.cambs.sch.uk](mailto:office@shelford.cambs.sch.uk)  
[www.shelfordschool.org.uk](http://www.shelfordschool.org.uk)

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Headteacher: Mr. Chris Grey PGCE, MEd

The school has an excellent staff team with a good range of expertise. They support each other well and comment that Great and Little Shelford CE (A) Primary School is a great place to work. The school has successfully supported a long line of ECTs (and former NQTs) who have started their careers here.

### Appointment of Office Manager and Finance Secretary

Applications are invited for the above named post from candidates with relevant and recent experience. The successful candidates will be required to undergo an enhanced DBS check.

**The start date for the role is flexible. Due to the far-reaching range of the role, training on the job and handover time is possible. However, for experienced candidates, there is the option to commence fulltime from autumn 2023.**

Ofsted last inspected the school in October 2018, graded 'Good'. Our church school inspection took place in November 2019 – which was very strong, being judged as 'Excellent' in provision of RE, 'Good' Overall and 'Good' for Collective Worship. Both reports can be downloaded from our website [www.shelfordschool.org.uk](http://www.shelfordschool.org.uk)

### Interview Arrangements

Closing date for applications is at **12:00pm on Friday 22<sup>nd</sup> September 2023**. Interview times are yet to be scheduled.

### General Information

In accordance with Cambridgeshire's Equal Opportunities Policy, the Governors will not discriminate against any candidate on the grounds of race, gender, marital status, disability or age. The Governors do, however, wish to appoint someone who is in sympathy with the aims of our Church of England school.

The following policies are available on request from the school:

Staff Equality and Diversity, Recruitment of Ex-Offenders, Safeguarding.

