

Thursday 7 October 2026

Dear Applicant

Thank you for your interest in the position of Office Manager (part time – 21hours) at Misson Primary School.

I am delighted that you are considering joining our school community and hope that, through the information enclosed, you gain a sense of what makes Misson such a special place to work and learn.

Misson Primary School is a small village school situated on the Nottinghamshire and Doncaster border. We currently have 102 pupils on roll, taught across four mixed-age classes, alongside our highly regarded on-site pre-school, which provides education and care for around 20 children. We are proud that many families choose Misson as their preferred school, with approximately half of our pupils travelling from outside our catchment area to be part of our community.

One of the things visitors notice most about Misson is the warm, family atmosphere that runs through the school. As a small school, every child is known, valued and encouraged to flourish. Our pupils are polite, caring and enthusiastic learners who enjoy coming to school and make us proud every day. The strong relationships between staff, children and families create a genuine sense of belonging and community, which sits at the heart of everything we do.

We are passionate about providing our children with a rich and memorable primary education. Our ambitious curriculum is enhanced by a wide range of educational visits, visitors and enrichment opportunities that bring learning to life.

Our staff team is experienced, dedicated and incredibly supportive. We work closely together, celebrate each other's successes and always put the needs of our children first. We are looking forward to welcoming a new colleague who will become an important part of our team, someone who shares our commitment to high-quality teaching, nurturing relationships and ensuring every child achieves their potential.

This is an exciting opportunity to join Misson Primary School as we continue to build on our many strengths and shape the next stage of our journey. Whether you are an experienced office manager or someone looking for a new challenge, we would love to hear from individuals who are enthusiastic, reflective and eager to make a positive difference to the lives of our children.

Headteacher: Mrs E. Rodgers



Dame Lane, Misson, DN10 6EB



01302 710580



office@misson.notts.sch.uk

The closing date for applications is **12 noon on Tuesday 3 November 2026**. Shortlisting will take place on **Wednesday 4 November 2026 in the afternoon**, and interviews will be held on **Monday 9 November 2026**.

Visits to the school are warmly encouraged, as we believe the best way to understand what makes Misson special is to experience it for yourself. If you would like to arrange a visit, please contact the school office via email on office@misson.notts.sch.uk, to organise an appointment for you to meet with me and tour the school.

Thank you once again for your interest in Misson Primary School. I look forward to receiving your application and meeting prospective candidates who share our passion for providing children with the very best education and opportunities.

Yours sincerely



Emma Rodgers
Headteacher