



**Priory School, Orchard Avenue, Slough, Berkshire. SL1 6HE.**

**Headteacher: Mrs J Laver**

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**AWARDED 'GOOD' IN OFSTED INSPECTION – MARCH 2019**  
**AWARDED 'GOLD' IN INVESTORS IN PEOPLE – APRIL 2019**

## **Priory School Requires a Part Time Finance Officer**

Priory School is a "Good" Ofsted rated, diverse & multi-cultural Primary Foundation School located on the outskirts of Slough. There are approximately 840 children ranging from nursery to Year 6. The school also has a Resource Unit with 71 children for pupils with complex needs.

We are looking to appoint a Finance Officer to assist the Business Manager by effectively and accurately carrying out all aspects of financial administration in line with the School's Financial Regulations and Policy.

The successful candidate will have excellent attention to detail, strong organisational and time management skills as well as the ability to work effectively in an established team.

**Salary Level 5, SCP 13 (£22,947 FTE, £13,924 actual salary for 25 hours per week, term time only, plus INSET and 2 weeks)**

### **Application information:**

**Closing Date:** 12.00 Friday 13<sup>th</sup> September 2019

**Interviews:** The date and time of interviews will be communicated to those candidates who are shortlisted.

To apply, please go to our website [www.prioryschool.com](http://www.prioryschool.com) to download an application pack or email [nicky.whitaker@prioryschool.com](mailto:nicky.whitaker@prioryschool.com).

Previous applicants need not apply

**The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be sought for the successful candidate.**