



Welcome to Priestley Primary School

Our aim at Priestley is to help children become communicative, competent, confident young people who are more than ready for the next challenge in their educational journey. Whilst we really strive to raise academic standards, we also feel that it is vitally important not to lose sight of the child as an individual.

At Priestley, we value the contribution the children make to their own learning and to the learning of their peers around them. We believe it is important that children enjoy their time at Priestley and develop a healthy attitude to learning creating a bank of memories that will stay with them for years to come.

We believe that the all-round development of each child should be our primary focus, and that this is best achieved by building strong relationships with all our parents and carers; we look forward to a working partnership to ensure the very best for our children.

It is our duty, for all members of staff, to put in place the provision and environment which supports children to develop these skills, relationships and outlooks.

This is a very exciting developmental time at Priestley Primary School as we build on the many successes recognised in our 2024 Ofsted:

- We are undertaking a period of significant development in all areas of the school; as an organization and as a part of our community.
- We are ensuring that leadership is distributed so that members of staff have greater ownership and autonomy in their areas of responsibility.
- We are redeveloping the curriculum so that it reflects the needs and interests of the Priestley, Calne and wider communities.
- We are developing links with other schools and organisations to develop our offer and our professional expertise.

If you would like to be part of this journey, please get in touch - we would be delighted to answer any questions you have, show you around (if that's practicable) and to receive your application.

Please remember that our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants will be subject to a Disclosure and Barring Service check and online search before appointment is confirmed.

Kind regards

Mr L Coles
Headteacher



Ethos & Aims

The school's vision is:

'Raising Aspiration, Realising Ambition, Stimulating Curiosity'.
Confident to explore an unknown future.

Our mission or how we aim to achieve this vision is:

Placing Learning at the Heart of All We Do

Working in partnership with pupils, parents, staff, Governors and the wider community to provide a safe, happy stimulating and purposeful learning environment where high expectations are set so that all pupils are challenged to achieve their potential, socially and academically.

Our core values are:

Safety
Focus
Respect
and
Kindness

The first is obvious, we would all like for everyone to be safe, and to be able to decide for themselves what is safe – independently. We would all like for children to be able to focus, so that they can move forwards – building on skills and knowledge, because education gives children choice in their future. We would all like for everyone in our community to show each other (and themselves) respect, to allow each other to learn and develop as much as possible because every member of the school and its community is equally important. We will be talking to the children about this change in emphasis quite a lot, including using the three headings to sort out inappropriate behaviours, asking, for example, 'Was what you just did safe?' or 'Did what you just did, show respect to the other person?'

Over-arching the three Values, is Kindness; if children consider how to be kind to themselves and others, they will automatically

About Our School

The school derives its name from the philosopher, chemist and educationalist, Joseph Priestley who discovered the existence of oxygen whilst in Calne.

Priestley Primary School is a community school. It is situated amongst several housing estates within half a mile of Calne's town centre. Traditionally one and a half form entry, we are hoping to consolidate to single form entry so that we can focus more effectively on children's needs.

A strong aspect of the school is its spacious grounds which allow the children to access and enjoy three playgrounds and extensive grassy areas. We have worked hard to landscape the school grounds to best support all aspects of the children's learning with a wildlife area, dedicated outside teaching spaces, a range of fixed large play equipment and extensive areas to run and play. This is another area of development for the school – from the redevelopment of the environmental area, the incorporation of continuous provision across EYFS & KS1, and the introduction of OPAL across the school.



Finance Officer's Job Outline

This follows the Wiltshire Council School Support Staff Job Profile Titled : Finance Officer, Primary School
(Reference: SCH030) (Grade H)

Main Job Purpose : To undertake financial administration for the School.

Main Duties

1. Control and manage the computerised financial records.
2. Prepare draft budget linked to the priorities of the school development plan for the approval of the Head Teacher and Governors
3. Monitor expenditure against budget and produce regular financial reports for Head Teacher, Governors, Teachers and LEA. Also monthly VAT returns.
4. Process purchase order, invoices and payments from WCC account using SIMS FMS. Input all school fund transactions on second FMS. Prepare all documentation for annual private fund audit. Perform bank reconciliation on both school accounts and monitor cash flow to ensure the school is never overdrawn. Oversee work of admin assistant with regard to private school funds.
5. Maintain all contracts for repairs and maintenance supplies. Obtain three quotes when expenditure is £1,000+. Prepare tender documents for expenditure £5,000+. Liaise with site manager over day to day maintenance problems
6. Keep all insurance documentation up to date and make claims when necessary. Ensure value for money on insurance premiums by checking quotes each year are competitive. This includes buildings, contents, supply, public liability.
7. Input all courses attended by staff on personnel records. Request updated personnel contracts from Human Resources as necessary. Provide all costings for potential and actual staff recruitment or possible change of existing contracts for Head Teacher and Governors.
8. Record all income and input into the correct ledger codes. Send out any invoices for income, especially supply income.
9. Administer teaching and non-teaching salaries. Check that the overtime paid matches the overtime forms filled out by staff. Check that the supply salaries reflect the timesheets. Sort out any queries relating to salaries through liaison with Human Resources/Payroll.
10. Other various duties e.g. deal with phone calls and parents/deliveries; give medicine to children; show parents and interviewees around school; organise classes for school photos; help organise staff end of term lunches by buying food and setting out; assist with school trips; organise Christmas Pantomime tickets and seating plan.

Supervision and Management

The jobholder is responsible for the first line supervision of up to 5 staff.

Creativity and Innovation (i.e. Problem Solving)

Work is largely regulated by laid down procedures, but within these the jobholder regularly solves problems on matters such as preparing specification and tender documents; preparing projections of spending against budget.

Key Contacts and Relationships & Reason for Contact

Head Teacher	To pass on messages and ask for any decisions, and to discuss and check the budget.
Other office	Pass on messages
staff Teachers	Pass on messages and ask for decisions.
Parents	Take messages and pass on information
Suppliers	Pass on information or ask for information
LA	Pass on information and ask for information.

Decision Making

Work is carried out within clearly defined rules and procedures and within these the jobholder takes, for example, decisions on orders for purchases.

The jobholder makes recommendations on purchase options for large pieces of equipment to the Headteacher/Governors.

Resources

The jobholder has some responsibility on a relief basis for the handling and security of incoming cash but this is not a key feature of the job.

Generally, the jobholder is required to use resources with care, but is not personally accountable for the security of physical or financial resources.

Working Environment

The job is subject to interruption particularly from the telephone/staff/visitors to the school, although this does not normally significantly change the overall work programme for the jobholder.

The majority of the work is performed using ICT. There is occasional background noise.

The jobholder is in contact with pupils and visitors to the school.

Knowledge and Skills

Detailed accounting skills are required in order to set and monitor the budget, interpret trends, make projections etc and report on these clearly and accurately. The jobholder must be able to interpret and follow financial regulations and procedures.



Finance Officer Person Specification

The Person Specification is related to the requirements of the post as determined by the Job Description. Short listing is carried out on the basis of how well you meet the requirements of the Person Specification. You should refer to these requirements when completing your application. Short listed candidates will be required at interview to complete a variety of activities directly related to the Person Specification, forming an evidence base for the appointment.

Qualifications and Professional Development

Essential

- Good numeracy and literacy skills, GCSE Grade C or above.
- Understanding of safeguarding requirements.

Desirable

- Experience of working within a primary school environment.
- Have a sound knowledge and/or experience of financial procedures in a primary school environment.
- Have experience of delivering written and verbal reports to others.

Knowledge, Skills & Competences

Essential

- Ability to work well as part of a team.
- An understanding of organisational roles and responsibilities.
- Able to use IT including computer, audio equipment and photocopier.
- Good keyboard skills and knowledge of IT packages – with transferable skills to access specific school oriented packages.
- Knowledge of relevant policies and codes of practice and awareness of relevant legislation.
- Ability to relate well to children.
- Ability to relate well to adults from different stakeholder groups.
- Ability and willingness to identify own training needs and participate in training.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

Thank you for your interest in the vacancy at our school.

Within this pack you will find information about:

- Details of the Recruitment Process
- The School
- An Application Form

We look forward to receiving your application.

The Recruitment Process

Timetable

Closing Date:	Thursday 10 th September 2026 - midday
Interview:	w/c Monday 14 th September 2026
Start Date:	Monday 5 th October 2026

Although you can find out a lot about the school by visiting our website (www.priestley.wilts.sch.uk), we would love to show you around during the weeks starting 1st & 7th September 2026.

To make an appointment, please telephone the school office on 01249-812608, or email: head@priestley.wilts.sch.uk.

Application

Please complete the application form enclosed and submit a letter of application, giving evidence of your experience in relation to the criteria listed in the Job/Person Specification.

You are requested to supply the names and addresses of at least two referees on the application form. One of these should be your present, or last, employer. As this post involves working in a school, we will be looking for information which supports the suitability of candidates for working with children.

Applications should be sent to:

Mr L Coles
Headteacher
Priestley Primary School
Prince Charles Drive
CALNE Wilts
SN11 8TG

or email:

lcoles@priestley.wilts.sch.uk

If you have any questions about this vacancy, please email the headteacher on lcoles@priestley.wilts.sch.uk

Short-listed candidates will be contacted on by telephone/email. Please provide preferred email address should you be successful. If you do not receive an email by the interview date, thank you for your interest in working at Priestley Primary School but on this occasion, you have not been shortlisted.