



BRAKENHALE SCHOOL

RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST



Brakenhale School,
Rectory Lane,
Bracknell,
Berkshire
RG12 7BA

Telephone: 01344 423041

Email: HR@brakenhale.co.uk

Dear Candidate

Thank you for your interest in the role of Invigilator at Brakenhale School. We are looking to appoint an enthusiastic, motivated and reflective colleague to join our wider team. Our school is driven by our three values: Aim High, Be Kind and Take Responsibility. These values permeate everything that we do and, as a result, they enable us to help fulfil our vision whereby we prepare our students for their individual successes and future careers. Each and every one of us has a role to play in ensuring that our students get the very best.

We are an 11 to 18 school situated on the southern side of Bracknell town centre. Our commitment to high standards and outstanding teaching has led us to become the school of choice for families in Bracknell Forest. Our progress score this summer has been the highest since its inception, but there is still a long way to go, we are committed to moving our P8 to +1.0 to ensure our students have the best possible life chances. In the Sixth Form, three quarters of grades for vocational courses were graded a Distinction or Distinction*. Being an integral part of our local community is something that we value.

At Brakenhale, we work to do the simple things well, over and over again, as this is what 'great schools do'. We have disruption free lessons, so that teachers can focus on teaching. We have worked to simplify systems and structures within our school to help us manage what we do: students line-up every morning so that our children start the day in a calm and orderly manner; we centralise detentions so that teachers are not expected to do these daily; we 'live mark' so that teachers do not take class sets of books home; we have two data drops for each year group which reduces the unnecessary need to collect data.

With the above in mind, a vital element of any school and its continued development is the people who are part of it. Every single member of staff matters. They contribute, individually and within teams, to ensure we drive standards and outcomes. As a result, the enthusiastic, motivated and reflective individual joining us will be eager to be part of this culture. They will whole-heartedly believe in our vision of increasing the life chances for our students.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We

encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty six schools: eleven in South London, six in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Brakenhale School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information by completing this form on our website: <https://brakenhale.co.uk/contact-us/form>. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Camilla Douglas, Headteacher

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

- Salary calculated in line with NJC pay scale, Salary range BG-H, points 19-22, £32,790 - £34,428 per annum (£28,258.52 - £29,670.16 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

37 hours per week, term time plus 4 days.

PLACE OF WORK

Brakenhale School, Rectory Lane, Bracknell, Berkshire, RG12 7BA.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>.
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

- The annual holiday entitlement is 24 days plus 2 extra-statutory days.
- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Sixth Form Manager
Responsible to:	Head of Sixth Form
Responsible for:	N/a

ROLE OVERVIEW

The role of a Sixth Form Manager is pivotal in ensuring the smooth and effective operation of the sixth form programme within an educational institution. We are incredibly proud of our Sixth Form which was graded as 'Outstanding' in our most recent visit from Ofsted and even more proud of the young people we work with every day. We are looking for someone to join our busy and supportive team to ensure the best outcomes for all of our students.

MAIN DUTIES AND RESPONSIBILITIES

- Act as a point of contact between Students, Parents, and Teaching staff
- Assist in the advertising and organising of open evenings, for our GCSE Students and external young people
- Supervise Students within the Sixth Form area, providing advice and guidance where needed and ensuring our values are being followed
- Assist with the late arrivals, communicating with staff, parents, students and logging accordingly
- Work alongside the Attendance Champion and Officer to improve and maintain high levels of attendance
- Provide administrative support within the Sixth Form including UCAS
- Offer support and guidance as necessary to Students
- Responsibility for grants or sums of money received from the Government, used to pay for education (bursaries)
- Assisting in organising events, such as charity fund raising, rewards for Students, Parent information briefings
- Work closely with the Educational Visits Coordinator to source and book school trips ensuring compliance
- Run various reports for the Senior Leadership Team

- Maintain stationery supplies and orders
- Assist with ad hoc projects
- Assisting with arrangements for Sixth Form events including catering requests and room bookings
- Undertaking any other duties commensurate with the post as may be required by the Headteacher and Senior Leadership Team
- Conduct home visits and make relevant referrals according to student needs
- Oversight of Sixth Form privilege and rewards system
- Support students in ensuring that their private study programs are completed

STAFF DEVELOPMENT

- To engage actively in the Performance Management process
- To participate in whole school professional learning programme
- To take part in the staff development programme by participating in arrangements for further training and professional development

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
Studied to a minimum standard of GCSE (grade A*-C / 9-4) or equivalent in English and Maths	x	
A Levels or equivalent qualifications		x
Other relevant professional qualifications		x
Skills and experience		
Experience of working with vulnerable children and/or adults	x	
Experience of working in a school environment		x
Experience of working with young people in an educational and/or social care setting		x
Use of ICT for administrative purposes, including Word, Excel, Outlook and PowerPoint	x	
Experience of an organisational approach to a busy office	x	
Experience of dealing with difficult and challenging behaviour	x	

Experience of Management Information Systems		x
Experience of producing documents and letters		x
Personal attributes		
Excellent interpersonal and teamwork skills	x	
Excellent communicator – sensitive, compassionate, empathetic and effective	x	
ICT skills (intermediate Word, Excel, PowerPoint, Gmail, Google Drive and Calendar)	x	
Outstanding organisational skills	x	
Experience working with young people	x	
A willingness to become involved in all aspects of school life	x	
Ability to adapt quickly to different situations and a good level of common sense	x	
Experience of dealing with confidential issues	x	
Commitment to working within the school's policies	x	
Able to offer flexible and creative solutions	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 06/10/2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on the week starting 06/10/2025. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post ASAP.



GREENSHAW
LEARNING TRUST



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