



# BRAKENHALE SCHOOL

Judged by Ofsted as Good with Outstanding qualities (January 2019)

Rectory Lane,  
Bracknell,  
Berkshire  
RG12 7BA

Tel: 01344 423041

[recruitment@brakenhale.co.uk](mailto:recruitment@brakenhale.co.uk)

[www.brakenhale.co.uk](http://www.brakenhale.co.uk)

Headteacher: Ms J Coley  
11-18 mixed comprehensive  
NOR 1178 (154 in Sixth Form)

<b>POSITION :</b>	<b>ATTENDANCE ADMINISTRATOR</b>
<b>CONTRACT TYPE :</b>	<b>20 hours per week term time plus 2 days (exclusive of lunch breaks) Working hours: 8am-12pm Monday-Friday</b>
<b>CONTRACT TERM :</b>	<b>PERMANENT</b>
<b>SALARY:</b>	<b>GRADE J £8,506.00 per annum actual salary</b>
<b>START DATE :</b>	<b>ASAP</b>

**The Brakenhale School is committed to safeguarding and promoting the welfare of children and young people. It is essential that all members of staff and volunteers share this commitment. An enhanced DBS disclosure is required for all posts.**

This is an incredibly exciting time for Brakenhale School now we have moved into our new building in January 2020. We have worked hard to create a dynamic learning environment under the direction of the Headteacher, Jane Coley. Brakenhale School is a rapidly growing, high performing 11-19 secondary school with a strong commitment to high standards for students and staff. We are a friendly school, with a firm commitment to providing professional development opportunities for our staff and a passionate belief that every student in our school matters.

Brakenhale School is an Academy which is part of the successful Greenshaw Learning Trust, and this move has only continued to support the rapid progression of the school.

## Ofsted Rating

We have recently been judged as Good by Ofsted (January 2019) with 3 Outstanding categories; Leadership and Management, Personal Safety and Behaviour and our Post 16 Provision. We are incredibly proud to be the local secondary school of choice for the fourth year running with over 500 preferences for 210 places for September 2019. In addition, we have strong GCSE and A Level results demonstrating how much further we have travelled. Our focus is to move us to Outstanding in all categories.

## Appointment

We have an exciting opportunity for an experienced, committed and enthusiastic Attendance Administrator to join our experienced Administration team. This role has become available due to the increase in the number of students that have selected the school as their first choice and the resulting additional support for this. The successful candidate will join a team who are passionate about engaging and inspiring young people in their learning. We are looking to recruit a colleague with both the commitment and relevant skills to drive our raising standards agenda across the whole ability range. **There are a range of additional teaching and learning rewards on offer for the right candidate.**

## **Why work at Brakenhale?**

We believe staff welfare is a key part of our ethos and have a wide range of incentives to support staff and ensure they are valued. These incentives include:

- Extensive CPD programmes
- Employee Assistance Programme
- Wellness Weeks
- Reduced Gym Membership and other bonuses
- Excellent maternity package
- Wednesday warrior awards
- Staff social club
- Excellent pension and life insurance package
- Other additional awards

If you feel you have the qualities to join the Headteacher in rapidly moving forward and want to join a fantastic, outgoing team, we would love to hear from you. Visits to the school are warmly welcomed and encouraged, please contact the HR Department, on 01344 423041 to arrange a time to come and meet us or talk to the Headteacher before interview.

**Please note that all applications will be considered upon receipt of a completed application form and statement of suitability. Applications will be reviewed as received. For further information regarding this post or the school and to download an application form please see [www.brakenhale.co.uk](http://www.brakenhale.co.uk).**



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