



**THE BRAKENHALE SCHOOL**  
Rectory Lane, Bracknell, Berkshire RG12 7BA  
Tel: 01344 423041  
recruitment@brakenhale.co.uk  
[www.brakenhale.co.uk](http://www.brakenhale.co.uk)

Headteacher: Mrs J Coley  
11-18 mixed comprehensive  
NOR 1046 (100 in Sixth Form)

<b>POSITION :</b>	<b>HR ADMINISTRATOR</b>
<b>CONTRACT TYPE :</b>	<b>FULL TIME TERM TIME ONLY PLUS 5 INSET DAYS</b>
<b>CONTRACT TERM :</b>	<b>PERMANENT</b>
<b>SALARY :</b>	<b>BFC GRADE J £15054.66 (actual salary inclusive of Fringe Allowance)</b>
<b>START DATE :</b>	<b>ASAP</b>

This is a new and exciting time for Brakenhale School. We have worked hard to create a dynamic learning environment under the direction of the new Headteacher, Jane Coley. Brakenhale School is a growing, improving 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. We are very excited that we are full for September 2018 with our Year 7 cohort for the third year running, the school has not been in this position for decades and is testimony to its rapid turnaround. Our vision is that Brakenhale School is an outstanding comprehensive school that is regarded by our local community as their secondary school of choice. Our recent examination results have improved again this academic year, which is shown clearly by our A Level and BTEC results, which are the best in the local area. This is a true reflection of our continuing progress.

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.

We are seeking a highly motivated, energetic and versatile individual with an HR background. The successful candidate will join a team who are passionate about supporting the teaching team in engaging and inspiring young people in their learning. This would suit a candidate who has had some experience of HR and would like to develop their knowledge as an HR Generalist.

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. 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. Employees are also entitled to range of benefits including and Employee Assistance Programme and reduced gym membership.

If you feel you have the qualities to join the Headteacher in rapidly moving forward, we would love to hear from you. Visits to the school are warmly welcomed and encouraged, please contact Anna-Marie Elsey, HR Manager, on 01344 465066 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).**

