



THE BRAKENHALE SCHOOL

Rectory Lane, Bracknell, Berkshire RG12 7BA

Tel: 01344 423041

recruitment@brakenhale.co.uk

www.brakenhale.co.uk

Headteacher: Mrs Jane Coley

11-18 mixed comprehensive

NOR 946 (123 in Sixth Form)

POSITION :

FINANCE OFFICER

CONTRACT TYPE :

37 HOURS PER WEEK TERM TIME

ONLY + 5 Inset Days

CONTRACT TERM :

PERMANENT

SALARY :

£15,697.00pa actual salary including fringe

PREFERRED START DATE : 1st September 2017

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 were full for September 2017 with our Year 7 cohort for the second year running, the school has not been in this position for decades and is testimony to its rapid turnaround. Our recent open evening attracted a large number of parents who gave exceptionally positive feedback. 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 Progress 8 score is +0.13 which ranked Brakenhale as the 3rd placed Secondary school in Bracknell Forest.

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 have an exciting opportunity for an experienced, committed and enthusiastic Finance Officer. The successful candidate will join a finance team who support the infrastructure of the school. You will join our dedicated and highly professional Finance Department and work alongside the School Business Manager and be responsible for:

- Invoice Payment and Control
- Equipment Inventory
- Accruals/Prepayments
- Purchase Order Processing
- Petty Cash
- Bank Reconciliation
- Lettings Sales Invoices

This is a varied role and therefore would suit someone with finance experience and a flexible approach to working.

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.

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. Please apply via the Brakenhale website or Bracknell Forest website.



INVESTOR IN PEOPLE