



Closing date: 17/09/2021

Interview date: 24/09/2021



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# Applying for this Vacancy

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Please read the information in this document before you complete your application form. It is intended to support your decision in applying at Bracknell Forest Council. The information included has details about the specific role that you are interested in, as well as promoting the benefits of working with us.

When filling out our online application form, you will need to make clear:

- Why you are interested in the position
- What relevant skills and experience you have (refer to the Job Description and Person Specification)

Please complete the online application form in full as shortlisting will be based on the information provided on your application form.

**To apply, go to the job advert page and click on "Apply online". You will be asked to register before you can complete your online form.**

[Further tips on applying online](#)

## Problems?

For application queries contact the Bracknell Forest Council HR Support Hub:



[Recruitment@bracknell-forest.gov.uk](mailto:Recruitment@bracknell-forest.gov.uk)

For technical application issues, contact the Jobs Go Public Support team:



[support@jobsgopublic.com](mailto:support@jobsgopublic.com)



0207 427 8250

Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.

Information about working in our adults or children's social care teams is on our website.

[Children's Social Care](#)

[Adults Social Care](#)

# Director's Welcome

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Dear Candidate,

**Thank you for your interest in this role. This is an exciting opportunity join our dynamic team, here at Bracknell Forest.**

At Bracknell Forest Council we're always looking for better ways of doing things and how we can we make the most of our resources. Creating a better environment for our residents and creating a better environment for our customers and employees. These are just some of the things you could be looking at when you join us. You're going to have a big impact on what we do, so you'll be trusted to take ownership of your work

Our vision is to provide the best possible opportunities for the people in our community. This could include the support we provide to schools or our new services to increase connectivity to the community. We work in close partnership with local organisations such as in health and housing, with a strong focus on prevention and proactivity. Our ambition is for everyone to be able to access the right opportunities that they need to thrive. With real outcomes for real people at the heart of every service we provide, our goal is to keep more families safely together and, by providing the right support at the right time, enable people to live as independently and well as possible, for as long as possible.

In the same way that our community is diverse, we seek to be inclusive in our own teams. Our employees are motivated to have an impact on the community and we look for individuals who are proactive in developing and improving our practices. We believe our staff are our greatest asset and are seeking talented and dynamic individuals with the experience and drive to help us achieve our vision.

I hope that the information in this application pack will be useful in supporting your application with Bracknell Forest Council.



Grainne Siggins

Executive Director: People Directorate



# About Bracknell Forest Council

Bracknell Forest Council is proud to be an award-winning and forward thinking organisation that knows what it's doing and where it's going. In 2018 we scooped the prestigious 'Council of the Year' title in the iESE awards. We are the first post-war new town to be comprehensively masterplanned, demolished, reconfigured and rebuilt. The town's regeneration saw the successful launch of The Lexicon in 2017; a £240m award winning shopping and leisure destination, with work on the next phase in full swing.

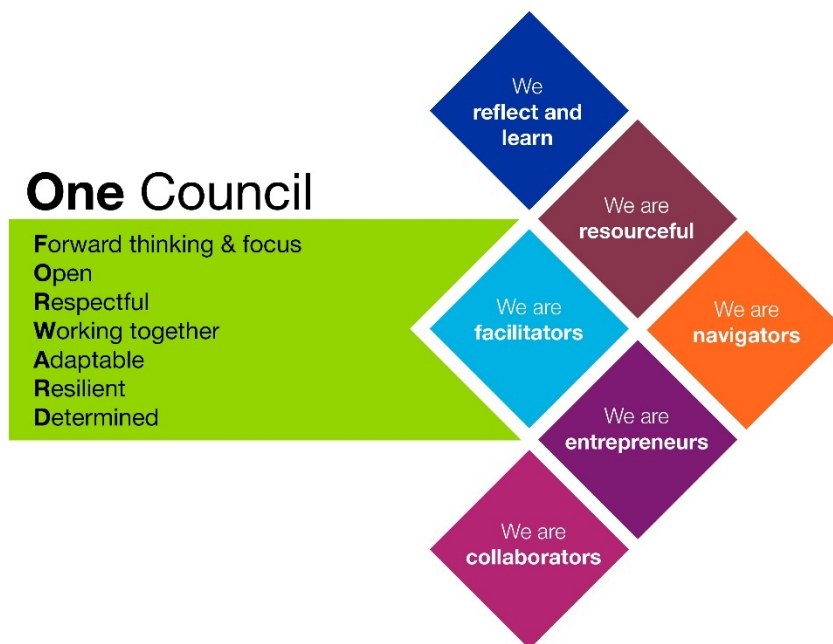
At Bracknell Forest Council we are always looking for better ways of doing things. The people in our community are at the centre of all that we do. Our staff are vital for delivering innovative projects and you will be trusted to take ownership of your own work. You will have time to immerse yourself in the community and be supported by our managers and leaders to excel in your role.

A career with us means having everything you need to build on your skills. To build better relationships and communities. This is your chance to make a lasting impact.

Bracknell Forest is located in East Berkshire. It is conveniently located for transport with the M3, M4, M25 and Heathrow all less than a 30 minute drive. Bracknell benefits from a regular rail service from Reading to London Waterloo.

## Values and Behaviours

The council shares a set of values that we try to demonstrate in all that we do.



We show that we have these values in what we do, and how we do it.

It's important that we can learn and change; that we can find ways to solve problems; that we do the right things in the most cost-effective way; that we help to make things happen; that we are business-like in understanding risk, change and affordability; and, that we work well with others in a positive way.

If this sounds like the sort of people you'd like to work with, then we think we would like to work with you!

# About the Job

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## Salary

The salary for this role will be within the local Bracknell Grade H and the grade range is £12.20 - £14.86 per hour; the starting salary offered will depend on your experience.

There is also a local weighting of £0.32 per hour.

## Contract Type

Relief work is on an “as and when required” casual basis. As such there is no guarantee that work can be offered, no set hours of work, and no obligation on your side to accept an offer of work or to make yourself available to work.

## Location

This position is based at the Bracknell Family Centre.

## Benefits

We want to offer staff the most competitive benefits for working with us. We already benefit from our surroundings with six green flag recognised parks, extensive woodlands, excellent transport connections and a newly regenerated town centre however all staff can make the most of the following:



Harmony Counselling



Pension Scheme Surgeries



Health Screening



Kaarp Benefits



Microsoft 365 discount

...and more!

## Holidays

The full annual entitlement is 28 days per annum, including bank holidays. This entitlement is pro-rated for the amount of the year you work, and holiday pay will be paid monthly calculated as a percentage of your pay.

## Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We use a formal appraisal process and electronic training needs analyses to identify skills gaps and personal development opportunities.

As well as face to face workshops, we support coaching and mentoring opportunities, secondments, project working and access to a range of e-learning.

## Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.

# More about Applying

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## References

Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

For posts in contact with children/young people or adults at risk employment references will not be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc.

## Terms and Conditions

Relief work is on an “as and when required” casual basis. As such there is no guarantee that work can be offered, no set hours of work, and no obligation on your side to accept an offer of work or to make yourself available to work.

The fact that the Council offers work, or offers work more than once, does not give you any additional legal rights and in particular should not be regarded as establishing (1) an entitlement to regular work, (2) any right to be offered work or (3) giving you continuity of employment.

Our Terms and Conditions are those of the National Joint Council for Local Government Services. Offers of appointment are subject to right to work, satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service check.

## Working in the UK

You must be entitled to work in the UK before you can start work with us.

[Check your eligibility to work in the UK](#)

## Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

We encourage applications from those with a disability. We have made a commitment to guarantee an interview to any applicants with a disability who meets all the essential criteria of the person specification.

## Medical Questionnaire

You will be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

## Working with Children and Adults at Risk

Bracknell Forest Council is committed to safeguarding and promoting the welfare of children and young people/adults at risk and expects all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

This position requires an Enhanced DBS check (formerly known as a CRB disclosure) because it involves contact with (or access to data concerning) children/young people/ adults at risk. On your application form, you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate.

To find out more about the application process for working with children, young people and adults at risk visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/applications-work-children-young-people-or-adults-risk>

The Local Safeguarding Children's Board (LSCB) has responsibility for working together to oversee the safety and well-being of children and young people in Bracknell Forest. Find out more about the LSCB at <https://www.bracknell-forest.gov.uk/health-and-social-care/keeping-adults-and-children-safe/protecting-children/safeguarding-children-board>

## What Happens next?

Once you have submitted your application to us it will go through a number of stages.  
[View our recruitment process online](#)