Inclusive
Ambitious
Always learning

Bracknell Forest Council

Candidate Pack

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Aug 2026

Applying for this vacancy

Thank you for interest in joining Bracknell Forest Council.

Please read this information before completing your application form, as it provides additional information about the council.

When completing our online application form, make sure to clearly highlight:

- why you are interested in the role
- what relevant skills and experience you have - refer to the job description and person specification

We are commited to ensuring an inclusive and accessible experience for all applicants so please contact the Recruitment team (Recruitment@bracknell-forest.gov.uk) if you require any reasonable adjustments as part of the application or interview process.

Problems?

- For application queries contact the Bracknell Forest Council Recruitment team: Recruitment@bracknell-forest.gov.uk or 01344 352080
- For technical application issues contact the Jobs Go Public support team:

  support@jobsgopublic.com

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



Director's Welcome

Dear Candidate

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

This role sits within the People directorate where there are six key departments: Adult Social Care, Children's Social Care, Commissioning, Early Help and Communities, Education and Learning and Public Health.

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

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. We positively celebrate Diversity and Inclusion for all our employees and residents. As one of our employees, we want you to fulfil your potential, feel valued for your individuality and feel confident bringing your authentic self to work.

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.

In 2017, we celebrated the successful launch of The Lexicon; a £240m award winning shopping and leisure destination. It is the perfect place to browse the shops or grab lunch during your break.

Location

All of The Bracknell Forest Council offices are located in East Berkshire. Bracknell benefits from a regular rail service from Reading to London Waterloo. Our main offices at Time Square are 5 minutes walk from both the bus and train stations and there is also ample parking close to our office and good cycle routes across Bracknell Forest. We are also conveniently located for transport with the M3, M4, M25 and Heathrow all less than a 30 minute drive. Bracknell Forest offer a range of flexible working initiatives to suit employee circumstances. Please check the advert if the post you are applying for is not based at the main offices at Time Square.

Values and Behaviours

Inclusive

In every interaction and communication, we seek to listen and understand. We make sure that there is an inclusive and collaborative culture or openness and honesty. We respect individuality, diversity and wide-ranging perspectives.

We focus on equality, people and trusting relationships.

Ambitious

Through our determination, we aspire to excellence and adding value in everything that we do. We work together and treat others as we would expect ourselves or our families to be treated.

We do what we say we are going to do and hold ourselves and others to account.

Always learning

We strive for continuous improvement, proactively seeking development opportunities, reflecting and learning from experience.

We are adaptable, innovative, and resourceful and adopt new ways of working.

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 offer annual appraisal meetings with your manager to complement and support the regular one-to-one discussions you have with them during the year. These are opportunities for identifying training and development requirements.

We offer a blended approach to our learning opportunities that may include face-to-face workshops (in person or on Teams), access to a range of e-learning packages, specialist share and learn staff networks, coaching and mentoring opportunities, secondments, shadowing and project working.

Working flexibly

We understand the importance of a healthy work and lifestyle balance for all our employees. That's why we have an agile working policy so that you can work remotely for the majority of the week, subject to the requirements of the role. We also have a flexitime scheme which allows you flexibility on start and finish times, and the ability to take any hours accrued in excess of your contracted hours, as either one full day or two half days each month (adjusted pro-rata in line with contracted working hours).

Naturally we always need to maintain adequate cover - so you will need to discuss with your manager and obtain authorisation.

Benefits

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

Recognition of continuous service from NHS/UKHSA

As a unique benefit for staff joining Bracknell Forest Council who are currently working on NHS or UKHSA terms and conditions of service, we recognise continuous service attained when calculating eligibility for the following benefits: occupational maternity and paternity leave, sickness absence entitlements and annual leave entitlement. Please note that this recognition only applies on commencement of your permanent employment at Bracknell Forest Council and may not be recognised at other organisations.

Electric vehicle leasing scheme

This provides you with the opportunity to lease an electric vehicle through our salary sacrifice scheme at a fixed monthly cost, subject to eligibility.

Find out more about our full range of staff benefits.



Buying and selling annual leave



Electric vehicle salary sacrifice



Shopping vouchers



Discounted travel passes



Cycle to work scheme



Leisure membership



Recognition of NHS continuous service



Reimbursement of one annual professional subscription/registration



...and more

Annual leave

Basic annual leave entitlement is either 25 or 28 days per annum plus bank holidays, and increases after 3 years continuous local government service by either 3 or 5 days (dependent upon grade).

Annual leave for part-time workers is adjusted pro-rata and calculated in hours.

Buying and selling annual leave

To give you extra flexibility, you have the option of buying or selling annual leave. By arrangement with your manager, you can buy up to 10 days or sell up to 5 days (subject to making sure your leave days do not fall below 20 days per year). Pro-rata for part-time staff.

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 £28,001 to £45,600 pa contributes at 6.5%.

Car parking

If you are an essential car user you are eligible to park in our Time Square, Bracknell car park for £13 per month.

If you are a casual car user you are eligible to park at the Braccan Walk Car park for £7 per month.

Please see the vacancy's job description for your car status confirmation.

If you are not based at our Time Square office, please speak to your recruiting manager for the car park arrangements at your site.

Car allowance

➢ Essential car allowance

If the post is designated as an Essential Car User (please see job description for confirmation), current Essential Car User rates are as follows:

Lump sum per annum: £963
First 8,500 business miles: 40.9p
After 8,500 business miles: 14.4p

Entitlement to Essential Car User Allowance is dependent upon continuing to average 3 or more eligible journeys per week to deliver services or support directly to the community (e.g. to the public/schools/council operated centres). Entitlement will be periodically reviewed.

Tax relief is automatically processed through the payroll for any difference between the essential car user rate and the HMRC advisory rate.

➢ Casual car allowance

If the post carries a Casual Car User Allowance business miles are claimed at 55p per mile for the first 10,000 miles and 25p per mile thereafter.

➢ Electric vehicle leasing scheme

If you use a vehicle obtained through the council's electric vehicle scheme, any mileage payments are administered by the payroll team. Details of the applicable rates are available on the council's intranet.

The salary sacrifice company car rate are based on HMRC advisory rates and are subject to change.



Pre-employment checks

Working in the UK

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

References

We require a minimum of two satisfactory references. These references must cover a minimum of 5 years consecutive employment and/or education history. If the two references do not cover the full 5 year period, you will need to supply additional referees until the full five years are accounted for. The first reference must come from your current or most current employer. If you are currently in full-time education, references will be accepted from school/colleges. The second reference must be from the employment preceding your current or most recent one. If the two references cover an employment period shorter than 5 years, please provide as many additional referees as needed from your previous employments, in a consecutive order.

Please ensure that the referees' details supplied belong to your line manager, HR representative or someone in a more senior role. We are unable to accept references from relatives or individuals writing solely in the capacity of friends or colleagues.

Additionally, please provide the referees' work email addresses rather than personal ones and ensure they are still employed by the company at the time of completing the reference.

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.

DBS (Disclosure and Barring Service) check

If your role is not eligible for an Enhanced DBS check, the following applies:

Rehabilitation of Offenders Act 1974

Bracknell Forest Council welcomes applications from all sections of the community, including people with criminal records. Where disclosure is required for a role, we will only ask for information that we are legally entitled to know. Any information provided will be treated in strict confidence and considered fairly, proportionately and only where it is relevant to the position applied for. Having a criminal record will not necessarily prevent you from being appointed.

If your role is eligible for an Enhanced DBS check, the following will apply:

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.

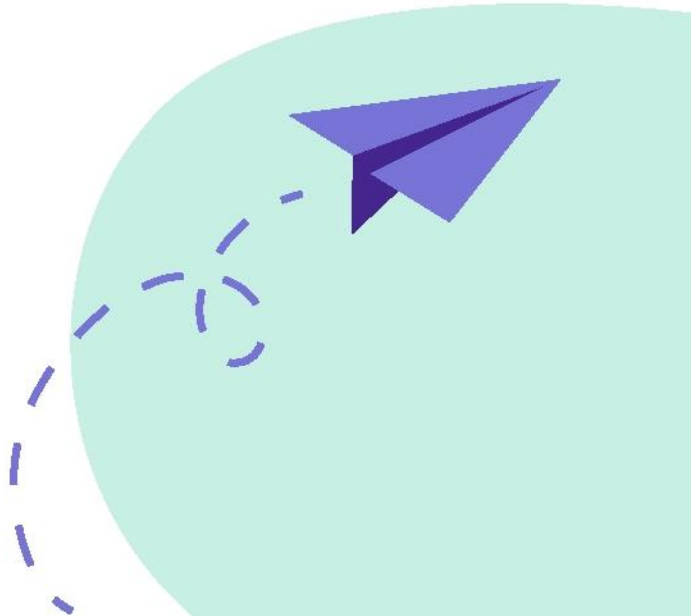
The position requires an Enhanced DBS check because it involves contact with (or access to data concerning) children/young people/adults at risk. On your application form, you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate.

To find out more about the application process for working with children, young people and adults at risk visit:

- working with children

- working with adults

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.



Equality, Diversity and Inclusion

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.

At Bracknell Forest we champion equality, diversity and inclusion and welcome applications from candidates from all backgrounds, regardless of race, ethnicity, gender, sexual orientation, disability, or age. As a Disability Confident Employer, please let us know if you need any reasonable adjustments at any point during the recruitment process by contacting our friendly recruitment team on recruitment@bracknell-forest.gov.uk.

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.

At Bracknell Forest Council, we aim to create an inclusive, ambitious and always learning workplace culture that promotes wellbeing. We empower our people to prioritise their wellbeing and support each other, ensuring they can be themselves, perform their best and deliver exceptional service to our residents.

Our commitment to those with a disability

We are signed up and committed to the Disability Confident scheme. We make sure that we will not treat a disabled person any less favourably because of their disability and will offer an interview to anyone with a disability who meets the essential criteria on the person specification. We are committed to making sure that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations.

Our commitment to care leavers

We welcome applications from care leavers and are committed to supporting care leavers into employment.

This means that if you meet the essential criteria as outlined in the person specification and tick the box on the application form to notify us when you apply, you will be guaranteed an interview.

Our commitment to those leaving the armed services

We are proud to hold the silver award in the covenant Employer Recognition Scheme and are committed to providing support to Armed forces veterans. This means that if you meet the essential criteria as outlined in the person specification and tick the box on the application form to notify us when you apply, you will be guaranteed an interview.



disability confident LEADER

ARMED FORCES COVENANT
EMPLOYER RECOGNITION SCHEME
GOLD AWARD
Proudly supporting those who serve.

workplace wellbeing CHARTER

Inclusive
Ambitious
Always learning

More about applying

Terms and Conditions

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 and Barring Service check. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

The successful completion of your probation will be dependent on completion of the council's mandatory courses which include Equality in the Workplace, Introduction to Health and Safety and Data Protection (and GDPR) Essential Knowledge.

As part of the council's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

All staff should hold a duty and commitment to observing the council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and council policies/procedures.

Reasonable adjustments

We are committed to ensuring an inclusive and accessible experience for all applicants so please contact the recruitment team (recruitment@bracknell-forest.gov.uk) if you require any reasonable adjustments at any part of the application or interview process, or if you join us, to support you in your employment with us.

What happens next?

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

If you would like to be kept informed about the latest job opportunities at Bracknell Forest Council you can sign up to our jobs newsletter.

What happens to the information you give us?

If you are unsuccessful in your application, all data contained in your application form will be destroyed within a reasonable time frame.

The council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

