
Finance Assistant



Whitegrove Primary School

**Westmorland Drive, Warfield, Bracknell, Berkshire.
RG42 3QS**

Tel: 01344-861020

Email: head@whitegroveprimary.co.uk

Website: www.whitegroveprimary.co.uk



Further information for applicants

WHITEGROVE PRIMARY SCHOOL

SCHOOL PROFILE

The purpose of this school profile is to provide applicants for the post of Finance Assistant with a basic introduction to the school. It is expected the interested candidates will visit the school to find out more about us.

This post is due to take effect from **March 2026** We would be willing to consider applications from someone wishing to step up from school administration or someone wishing to move from industry or commerce to a school setting. The job description and person specification are included for your information. Candidates should write a supporting statement in the relevant part of the application form (no more than two sides of A4) which outlines their work experience, personal interests and why they are applying for this position. Visits to the school are encouraged.

SCHOOL TYPE: Primary

SCHOOL ROLL: 420 (the school is full)

STANDARD NO: 60 per year group

HEADTEACHER: Miss Alexandra Butler

CHAIR OF GOVERNORS: Dr Katy Bridgwood

THE LOCAL AREA

Whitegrove Primary School is situated on the leafy, eastern edge of Bracknell, Berkshire. The school is in a largely residential area of private properties. The estates surrounding the school were built in the mid-nineties at a similar time as the school (1996). There are good local shopping and community facilities, including a large Tesco in walking distance, a super library, three community centres and health facilities. The school is readily accessible with links by public transport, being close to Martin's Heron train station on the Reading to Waterloo line a 15-minute walk away. The local bus route into Bracknell town centre passes the school and the M4 and M3 motorways are both within a ten-minute drive.

THE SCHOOL BUILDING AND SITE

The school was built in 1996 at the same time as the main housing estate it serves. Over recent years the area has further building work and the school is very fortunate in having several local parks within walking distance. The school contains attractive internal learning spaces. The grounds contain a large sports field, hard playgrounds, an outdoor classroom and a pond. Our school is a full, two form entry school for pupils aged 4-11.

SCHOOL ORGANISATION FROM SEPTEMBER 2026

- EYFS – two classes (Reception)
- KS1- Four classes (Year 1 and Year 2)
- Lower KS2 – Four classes (Year 3 and Year 4)
- Upper Key Stage 2 – Four classes (Year 5 and Year 6)

Please see the school web-site for further information and photographs.

CULTURAL AND SOCIO-ECONOMIC BACKGROUND

Pupil attendance is very good and has been consistently between 96 and 97% over the past few years. The school benefits from supportive parents, a 98+% attendance at open evenings is usual, due to the establishment of a structured appointment system and the staff's commitment to accommodating parents at alternative more convenient times should the need arise. Parents are also encouraged to contact teachers throughout the year. The ethnic composition of pupils is becoming more diverse (approx. 20%) with an increase in the number of pupils speaking another first language, thus being new to learning English. Several families have chosen Whitegrove for their children with SEND due to its reputation.

SPECIAL EDUCATIONAL NEEDS

2% (85) of children are presently on the Special Needs Register. Approximately 17 of these have EHCPs and the remainder are supported by IEPs. The predominant area of need is SEMH, followed by communication and interaction needs and SpLD. Four children have sensory needs and wear hearing aids. The school has adopted the graduated plan approach to supporting children with additional needs. Our SEND statistics are in line with the average for other Bracknell Primary Schools.

STAFFING

The teaching staff team offers a wide range of experience and are at various levels of the pay spine. Presently the school is fully staffed, the full-time equivalent number of teachers being 17 plus the Headteacher. We also have a designated SEN leader who is one of our non-teaching assistant headteachers. The leadership team currently includes the headteacher, four assistant heads and the business manager.

TEACHER EXPERIENCE

Many of our teachers have taught for 8 years or more. It is a largely stable and experienced staff group, turnover is relatively low. We currently have one ECT and we are actively involved in training teachers. As a result, we host approximately five trainees each year and mentoring a trainee each year is expected of experienced staff.

SUPPORT STAFF

- 1 Site Controller
- 1 School Business and Operations Manager
- 2 full time Administration Officers and 1 part time
- 1 PE teacher
- Pastoral support worker
- 25 LSAs (these are a mix of classroom and 1:1 staff)
- 2 SEN HLTAs
- 3 other HLTAs
- 4 Additional lunchtime assistants
- In house catering and cleaning staff

SCHOOL ETHOS

The school's main aim is enabling each child to have an equal opportunity to achieve the highest academic and personal potential. This has the commitment of all the staff. This is further emphasised through the desire to create an effective partnership between all staff, pupils and parents.

CURRICULUM

The school teaches all national curriculum subjects discretely, however the whole school comes together to undertake themed weeks each term. This term we are working together to create an art exhibition. Our school strap line is, 'Making learning irresistible!'

We try to enhance our learning through as many real-life experiences as possible. Trips and hosting visitors are a vital part of what we do to enrich the learning experience and the outdoor learning is a regular aspect of life at Whitegrove. We try to engage as many parents in learning. Parents are invited to regular curriculum and learning celebration events, assemblies and parent workshops. Turnout is good.

SCHOOL DEVELOPMENT

The school is currently working on the next three-year cycle of its development 2025-2028. Staff and governors worked together to establish the main aspects for improvement, in the Quality of Education section these include:

- Maintain high standards in EYFS, Phonics, Y4 MTC, and KS2 so that the % of pupils reaching the expected standards at the end of statutory assessment is above national average and that increasing numbers meet the greater depth standard at the end of KS2.
- Improve quality of the teaching of writing and spelling and thus raise outcomes in all year groups, particularly at the greater depth standard.
- Make inclusion and challenge at the centre of everything we do . This means providing equal access to the whole curriculum for all groups including SEND, EAL and PPG in everyclass
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Our self-evaluation, together with that of the local authority, suggests Whitegrove is consistently performing within the expected or strong areas in terms of Ofsted outcomes.

GOVERNING BODY

There is a well established, experienced and supportive governing body that are committed to improvement and make significant personal contributions to the school in terms of time and effort. The governing body is made up of local authority nominees, parent representatives, community representatives, staff representatives and the Headteacher

The full governing body meets twice a term. There are committees too. The governors play an active role in the school and are becoming increasingly involved in planning and monitoring progress on school development.

We were most recently inspected by Ofsted in March 2022 when we achieved a GOOD overall.

A Butler
January 2026