READING BLUE COAT SCHOOL

JOB PROFILE INFORMATION PACK

PART TIME CLEANERS

Applications may be submitted by CV or School Support Staff Application Form, which can be downloaded from our website "Vacancies" page www.rbcs.org.uk/vacancies/

This should be submitted with your letter of application, by email to recruitment@rbcs.org.uk. You will be required to complete an Application Form if invited to interview.

Contact for questions about the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU.

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BACKGROUND

Reading Blue Coat School (RBCS) is a leading independent day school with 760 pupils. Boys aged 11 – 18 and girls aged 16 – 18. The School was founded in 1646 by Richard Aldworth, a merchant of The Skinners' Company and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital.

In 1947, Reading Blue Coat School moved to the magnificent 46 acre estate of Holme Park in the Berkshire Thames side village of Sonning, four miles east of Reading, where it remains today. The ethos of the School derives from its Christian foundation and traditions, fostering care and consideration within the community. The School aims to provide a stimulating and friendly atmosphere in which each pupil can realise his or her full intellectual, physical and creative potential. Pupils are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and non-academic activities that combine to meet these objectives.

The School employs in excess of 160 salaried staff, of whom about 50% are academic staff.

FACILITIES

The School enjoys excellent facilities and continues to invest in the site.

Key developments over the past five years include;

- the Richard Aldworth Building, a 25-classroom block that provides first-class teaching facilities for a number of major departments including English, Mathematics, Modern Languages, Classics, Geography, Art and a common room for Middle School pupils with views over the sports pitches;
- the Sixth Form Centre;
- a Psychology and Geology Centre;
- a riverside boathouse;
- an IT Centre;
- a Design & Technology Centre;
- a Drama Studio;
- and various other amenities have been completed.

The new buildings add to an already impressive list of facilities including the Sports Complex, the Science Centre, Reception and the Messer Building.

The Governors have further ambitions for the School and we have planning permission for the next phase in our development which will include:

- a new Grounds, Maintenance and Activities Centre;
- a new Performing Arts Centre.

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ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all pupils should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual pupils to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics and French in Year 7, Languages in Year 8 and Science in Year 10. Geology is also a thriving subject, with a new Geology and Psychology Centre supporting the increased levels of interest.

In Year 11, all pupils take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All pupils take a GCSE in Religious Studies in Year 10.

In the Sixth Form pupils can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Government and Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), visiting speakers and the School's own UP (university preparation) programme. Reading Blue Coat School always seeks to stretch and challenge pupils and the School's Learning Support Department ensure that pupils with specific learning needs are supported effectively.

The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment. 2017 academic results were impressive; the A Level results were Blue Coat's best ever with 82.7% achieving A*-B and at GCSE the School has achieved 90% A*- B five years running.

Virtually all Year 13 leavers proceed to degree courses at universities of which approximately 70% go to the Russell Group of universities. Each year, four or five students attain places at Oxbridge. In 2017 just under 90% of students achieved places at their preferred university.

PASTORAL

Pastoral care focused on the individual is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system within the framework of four houses: Aldworth, Hall, Malthus and Rich. All pupils are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and the development of their character and intellectual curiosity. The School prides itself on mutual respect, tolerance and courtesy, and all activities seek to strengthen these values. The house system enables pupils to take part in activities that foster the development of these ideals through music, sport, drama and public speaking.

SPORT

Reading Blue Coat has an enviable reputation both locally and nationally for the high quality of its sporting teams. Sport plays a key role in developing every pupil's potential – physical fitness and skill, teamwork and learning how to win and lose. Sports are coached to a very high level while providing for, and encouraging, those for whom

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participation rather than excellence is important. Major sports are rowing, rugby, netball, football, cricket, tennis and athletics. Other sports include golf, squash, cross country, climbing, weight training, touch rugby, shooting and archery.

DRAMA, MUSIC AND THE ARTS

Reading Blue Coat School has a reputation for drama performances of the highest quality, with an extensive programme of performances throughout the year. The main expressions of artistic undertakings at Reading Blue Coat are music, drama, public speaking and painting. Pupils' endeavours in the arts are highly successful and widely acclaimed, including internationally. Music is at the heart of the School; all boys are auditioned for the choir and many learn a musical instrument. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, "Swing into Summer time" – an outdoor festival of the arts, and other eclectic events that take place across the year.

CO-CURRICULAR

Co-curricular activities are designed to enable pupils to develop practical and social skills such as leadership, enterprise and communication. As part of the extensive co-curricular programme, Reading Blue Coat School offers a number of exciting options from which pupils can choose for their weekly activities session. Activities offered include Combined Cadet Force (all services), Duke of Edinburgh, Young Enterprise, Film Club, Archery, Creative Writing and Journalism.

COMMUNITY

Reading Blue Coat pupils are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by our founder, Richard Aldworth. Today the School has strong links with the wider community and pupils have many opportunities to engage with the world beyond the School gates. The Sports Leaders programme is particularly popular, as it prepares Sixth Formers to go out into primary schools in Sonning, Caversham and Maidenhead to coach a number of sports. Reading Blue Coat's Primary Schools Placement programme also gives pupils the opportunity to assist with tuition in Maths, English and languages in local primary schools and A Level Philosophy pupils have delivered an introduction to Philosophy in a nearby school. Further afield, the School has an established partnership with a school in Ghana.

Further information is available on the School's website at www.rbcs.org.uk

Contact for questions about careers at the School and the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU or by email to recruitment@rbcs.org.uk

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HOUSEKEEPING DEPARTMENT

The Housekeeping team consists of 13 staff, mainly part time, who are responsible for cleaning a wide range of rooms and buildings throughout the site; primarily classrooms; workshops; laboratories; common rooms; offices; meeting rooms; hospitality suites; toilets; dining hall; sports centre; performance facilities; etc.

Catering and Housekeeping services are operated by our facilities management partners, Sodexo, to a very high standard. Operations are run on site by the General Services Manager and her Deputy.

This role will be employed by Reading Blue Coat School.

The School is undergoing a period a significant development with several new buildings and improved facilities for students and staff to be constructed over the next 2 years.

This will provide an opportunity for the School to hire its facilities to third parties and external organisations for events, (including weddings; conferences; sporting events; summer camps for children) and also forms part of the cleaning duties of the Housekeeping team, which provides a year round workload and may afford opportunities for some overtime working.

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ROLE DESCRIPTION

CLEANER (PART TIME)

Line Manager: Housekeeping Manager

Department: Housekeeping

Description of the Post:

To ensure that designated areas are cleaned efficiently and promptly according to the standards laid down by RBCS and Sodexo.

Duties:

1. To ensure that all areas (including classrooms; workshops; labs; offices; hospitality areas; changing rooms; sports centre; toilets) are cleaned efficiently and promptly to the standards laid down by the School and to comply with statutory regulations.
2. To attend any training as necessary to complete your job tasks effectively.
3. To comply with all safety regulations for cleaning materials, equipment and buildings as laid down by the School and Sodexo
4. To maintain high personal standards of performance, personal hygiene and appearance.
5. To assist with any special duties, some of which may occur outside normal working hours.
6. To assist in setting up meetings rooms; sports hall (e.g. for assemblies and other events) and hospitality areas.
7. To operate cleaning equipment (e.g. floor polishing machines).
8. To report any complaints and incidents of accident, fire, theft, loss, damage or other irregularities and take action if practicable.
9. To attend meetings and training courses as may be necessary from time to time.
10. To provide cover for colleagues as required.
11. To communicate effectively with colleagues at all times.
12. To perform any reasonable task as requested by management or the Housekeeping Supervisor.
13. To comply with all School and Sodexo Company policies and operating procedures and regulations.

<u>Additional Duties</u>

14. The post holder is responsible for promoting and safeguarding the welfare of pupils at the school.
15. The post holder is responsible for using technical and operational knowledge to ensure a safe environment.

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PERSON SPECIFICATION

CLEANER (PART TIME)

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Knowledge And Experience

• Have extensive experience of cleaning operations.	**D**
• Experience of working in an Education environment	**D**
• BICS training or a Qualification in Cleaning.	**D**
• A good understanding of the Health and Safety issues pertaining to working in a school environment	**D**

Skills and Attributes

• Enthusiastic, adaptable and energetic	**E**
• Good level of English	**E**
• Communicates well with others	**E**
• Good attention to detail and be able to show initiative	**E**
• Be able to work well as part of a team	**E**
• Be able to work unsupervised and independently when required	**E**
• Trustworthy and reliable	**E**
• A willingness to be adaptable and to work weekends and unsociable hours as required	**E**

Qualifications

- None required

Requirement

E - Essential

D - Desirable

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SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

- Contract Status: Permanent contract. To commence as soon as possible.
- Salary: £8,699 per annum (£8.36 per hour) dependent upon experience and qualifications. Annual salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments throughout the year.
    - Some overtime is available
- Place of Work: Reading Blue Coat School, Sonning on Thames, Berkshire, RG4 6SU.
- Working hours: 20 hours per week. Normal working day is from 16:00 to 20:00 (4 hours per day). Other shifts may be available.
- Leave entitlement: A holiday entitlement of 6.6 weeks per annum (pro rata to contracted period of service in year of commencement/leaving), and inclusive of public and bank holidays. Holiday year runs from 1 April to 31 March annually.
- Pension: A contributory employer's pension scheme is available (5% employee contribution; 8% employer contribution). A voluntary salary sacrifice scheme is in place.
- Meals: Lunch and refreshments are provided free of charge by the School.
- Parking: Free Car parking is available on site.
- Child Care: Tax saving Nursery Partnership Scheme is offered by salary sacrifice to reduce employees' child care costs.
  Child Care Voucher Scheme offered by salary sacrifice.
- Fee Discounts: Reduction in RBCS school fees for employees' children offered after 6 months service.
    - 50% reduction for all full time staff, pro-rated for part time staff
    - Fees (from 1 September 2018) are currently £5,565 per term
- Sports facilities Membership of the School Sports Centre with access to fully equipped gym and swimming pool.

Full details and terms and conditions of employment will be issued if an offer of employment is made.

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CHILD PROTECTION

Reading Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post may involve unsupervised contact with children and young people.

The successful candidate will be required to undertake the Disclosure & Barring Service (DBS) enhanced criminal records clearance process.

Interview

The selection process will test and assess the above issues. As required by regulation, the interview will be based on;

- 'competency questioning',
- and where appropriate will address: the candidate's attitude towards children and young people;
- his/her ability to support the School's agenda for safeguarding and promoting the welfare of children;
- gaps in his/her employment history;
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee.

In addition to the candidates' ability to perform the duties of the post, the interview will also explore related issues including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours;
- Attitudes to use of authority and maintaining discipline.

Recruitment, selection and disclosure policy and procedure

Candidates are advised to read the School's policy on recruitment, selection and disclosure before submitting an application for employment. This can be downloaded on the School website, "Vacancies" page.