



# READING BLUE COAT SCHOOL

## VACANCY INFORMATION PACK

### RECEPTIONIST



**Closing date for applications: Monday 28 January 2019 at 09:00**

Interviews will be held during the week of 4 February 2019.

**Suitable candidates may be seen sooner and the post filled as soon as possible. Applicants are therefore advised to submit their applications as soon as possible.**

Applications may be submitted by CV or School Support Staff Application Form, which can be downloaded from our website "Vacancies" page [www.rbc.org.uk/vacancies/](http://www.rbc.org.uk/vacancies/)

This should be submitted with your letter of application, by email to [recruitment@rbc.org.uk](mailto:recruitment@rbc.org.uk). You will be required to complete an Application Form if invited to attend an 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 170 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.

## 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



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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 participation rather than excellence is important. Major sports are athletics, cricket, football, rowing, rugby and girls' hockey and netball. Other competitive sports include, but are not limited to, badminton, basketball, boys' hockey, cross country, golf, tennis and touch rugby.

### **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



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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.rbc.org.uk](http://www.rbc.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@rbc.org.uk](mailto:recruitment@rbc.org.uk)



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## THE ADMISSIONS & MARKETING DEPARTMENT

The Reception function, as the "front of house, face and voice of the School", is the first point of contact for parents and visitors, and comes within the management scope of our Admissions and Marketing Department.

The Reception function at Reading Blue Coat School is responsible for:

- Welcoming all visitors to the School
- Handling general email enquiries
- Receiving all incoming telephone calls
- Sending, sorting and receiving all post and parcels
- Supporting the Admissions department by responding to online prospectus requests.

The Admissions & Marketing team comprises of six staff led by the Director of Marketing & Admissions, and supported by a Marketing & Communications Officer, Admissions Manager, and three Receptionists (two full time and one part time).

Our Reception welcomes over 2500 visitors each year.

For an informal telephone conversation about the role, contact Mrs Jane Jarrett, Director of Marketing & Admissions, on 0118 944 1005 or email [jj@rbc.org.uk](mailto:jj@rbc.org.uk)



# READING BLUE COAT SCHOOL

## JOB DESCRIPTION

### RECEPTIONIST

Line Manager: Director of Marketing & Admissions

Department: Admissions and Marketing

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#### **Main Purpose of the job:**

The main purpose of the role of is to present a professional and welcoming first impression of the School to all visitors, parents and pupils. The Receptionists receive, host and provide an initial point of contact and assistance to all visitors, staff and pupils, whether on the phone or face to face. The Receptionists will be friendly, efficient and create a welcoming atmosphere for all our visitors. Will also provide administrative support to the Admissions team from time to time.

#### **Main Responsibilities:**

1. Serve as the first point of contact for all visitors. Direct and advise visitors, staff and students as appropriate.
2. Record all visitors to the School and issue and explain the wearing of visitors passes.
3. Prepare refreshments for visitors where required.
4. Answer telephone calls; deal with enquiries; direct and advise callers as appropriate. Obtain information to be able to respond to enquiries knowledgeably, and return calls or take messages to pass on to other staff as required.
5. Liaise between parents and teaching staff for messaging and exchanging information.
6. Manage and resolve telephone network problems, with the support of the IT Department.
7. Manage and operate the franking machine for sending external post and liaise with postal services to ensure a smooth and effective service.
8. Sort/send post, parcels and e-mails.
9. Co-ordinate booking for School minibuses; mobile phones and room allocations, often using on line booking systems (e.g. on the School Intranet).
10. Book coaches for school trips.
11. Book taxis for staff and visitors.
12. Liaise with the Second Master regarding any school transport problems.
13. Maintain records of Public Examination scripts which have been received and dispatched.
14. Use the Financial Management System (FMS).
15. Use the School Management System database (SIMS).
16. Issue vehicle passes and operate the school entrance barrier and its software.
17. Provide support for and care of sick and wounded pupils awaiting collection from school, liaising with School Medical Centre staff as necessary.
18. Maintain a clean, tidy and smart reception area.

#### **ADDITIONAL DUTIES**

19. Perform any other reasonable task required within the limits of capability.



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20. Promote and safeguard the welfare of pupils at the school.
21. Use technical and operational knowledge to ensure a safe environment.

*Please note that this Job Description is not exhaustive and the employee may be expected to undertake additional duties if required.*



# READING BLUE COAT SCHOOL

## PERSON SPECIFICATION

### RECEPTIONIST

This 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:

#### Essential

- Relevant experience, training and qualifications and technical ability to carry out the role effectively.
- Reliability.
- Excellent IT skills including word processing, email and the use of an administrative database.
- Strong communication skills.
- Attention to detail.
- Ability to work unsupervised in a busy environment.
- Ability to prioritise.
- Have a smart and professional appearance.
- Have a confident, warm and welcoming manner both in person and on the telephone.
- Ability to remain calm, patient and polite.

#### Desirable

- Strives to exceed visitors' expectations.
- Previous experience of working within a school.
- Experience of using SIMS (or similar educational database). Training on this system will be provided.



## READING BLUE COAT SCHOOL

### SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

- Contract Status: Permanent contract. Commencing as soon as possible.
- Salary: c. £22,718 (full time equivalent) pro-rata, dependent upon experience and qualifications. Actual gross salary c. £20,752.  
  
Annual salary is for payment of 47.5 weeks per annum: term time (35.4 weeks, plus 6 additional weeks worked during school holidays, plus pro rata paid annual leave of 6.1 weeks).  
  
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.
- Place of Work: Reading Blue Coat School, Sonning on Thames, Berkshire
- Working hours: A total of 37.5 hours per week on average.  
  
Working hours during term time are from 10:00 to 18:00, Monday to Friday.  
  
During school holidays working hours will be from 08:30 to 16:30, Monday to Friday.  
  
This includes a 30 minute unpaid meal/rest break.  
  
***Part time working on a job share basis will be considered for suitable applicants.***
- Leave entitlement: Your paid holiday entitlement is 6.1 weeks per annum. This is pro rata the full time year round staff entitlement of 6.6 weeks per annum (including 1.6 weeks of public and bank holidays). Paid leave is also pro rata to the contracted period of service in year of commencement/leaving). Holiday year runs from 1 April to 31 March annually. Holidays must only be taken during school breaks.  
  
In total you will have 10.6 weeks of leave (both paid and unpaid) during the year.
- Pension: A contributory employer's pension scheme is available (5% employee contribution; 8% employer contribution)
- Meals: Lunch and refreshments are provided free by the School.
- Parking: Free Car parking is available on site
- 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



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- Sports facilities: Membership of the School Sports Centre with access to fully equipped gym and swimming pool
- Employee Assistance Programme: Confidential independent support service available to staff when you most need it.
- Professional Development: Strong commitment to support professional development.

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



# READING BLUE COAT SCHOOL

## POLICY STATEMENT

### CHILD PROTECTION and DATA 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, "Policies" page.

#### Data Protection

The School will process personal data in accordance with the Data Protection laws and its Privacy Notices. If you wish to read our privacy notices and how we handle your data please follow this link: <https://www.rbc.org.uk/privacy-notices/>