



READING BLUE COAT SCHOOL

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An Independent Day School for Boys with a Co-Educational Sixth Form

RECEPTIONIST

Term time only plus some additional weeks during school breaks

Founded in 1646, Reading Blue Coat School is a leading independent day school of 490 boys aged 11 – 16, with a further 270 students in the co-educational Sixth Form. Set in a beautiful country estate of 46 acres of sport fields, grounds and woodlands overlooking the River Thames in the village of Sonning, just outside Reading, we provide a wonderful working environment.

The School employs over 170 staff and offers a stimulating, friendly and supportive atmosphere in which each pupil can realise his or her full intellectual, physical and creative potential.

Reporting to the Director of Marketing & Admissions, you will be responsible for providing a professional and welcoming first impression of the School to all visitors, parents and pupils, whether face to face or over the telephone.

You will answer telephone calls, deal with enquiries, and direct and advise callers as appropriate. You will also liaise between parents and teaching staff for messaging and exchanging information, and process all incoming and outgoing post.

Working hours are 37.5 hours per week. During term time from 10:00 to 18:00, and for 6 additional weeks during school holidays when hours will be from 08:30 to 16:30.

Part time working on a job share basis will be considered for suitable applicants.

Candidates should demonstrate a polished communication style, with an excellent command of the English language (both written and spoken); showing outstanding interpersonal and communication skills; pay meticulous attention to detail; be able to multitask and manage a busy workload; be well organised and maintain a calm, patient and polite demeanour at all times; and be competent users of information technology.

We offer an excellent salary and benefits package, dependent on qualifications and experience; including 53 days holiday a year (of which 30.5 days are paid); an excellent pension scheme with 8% employer contribution; and free meals and refreshments on duty.

Further details and an application form can be downloaded from our website: www.rbc.org.uk or contact the Human Resources Manager, Tel: 0118 933 5813 email: recruitment@rbc.org.uk

Please apply as soon as possible and by no later than 28 January 2019 (at 09:00).

Suitable candidates may be interviewed at any time following receipt of application.

Applications must be submitted by email with a letter of application, and including your CV or School application form, to recruitment@rbc.org.uk

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service enhanced check.