



READING BLUE COAT

## JOB VACANCY INFORMATION PACK

### HOUSEKEEPING WORKING SUPERVISOR (part time)



**Closing date for applications: 2 December 2019 (at 09:00)**

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

Applications may be submitted by CV or School 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 interview.

Contact for questions about the application process should be addressed to: Miss Sue Douglas, HR Advisor, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU.



## READING BLUE COAT

### **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 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.

The Governors have ambitious plans for the further development of the School. We have planning permission for:

- a new Grounds, Maintenance and Activities Centre (for which building has commenced);
- a new Learning Innovation Centre (for which building has commenced);
- 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 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.

In Year 11, all pupils take qualifications in English, Maths and Science (all IGCSE) and a 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. We always seeks to stretch and challenge pupils and the School's Learning Support Department ensure that pupils with specific learning needs are supported effectively.



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The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment. 2019 academic results were impressive; the A Level results were excellent with 41.4% achieving A\*- A (90.5% achieving A\* - C) and at GCSE the School achieved 85.4 A\*- B (with 98% achieving A\* - C).

Virtually all Year 13 leavers proceed to degree courses at universities of which approximately 70% go to the Russell Group of universities. Each year a number our students attain places at Oxbridge.

### **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**

The School 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**

Blue Coat 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 the School 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 Summertime" (an outdoor festival of the arts), and other eclectic events that take place throughout 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, the 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 Award Scheme, Young Enterprise, Film Club, Archery, Creative Writing and Journalism.

### **COMMUNITY**

Through our Aldworth Partnership we aim to ensure that all pupils have an experience of philanthropic work whilst they are at Blue Coat, developing an awareness of the world outside school and a sense of service to the local and wider community.



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Our 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. Our 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, to which pupils visit regularly to assist with their educational development.

Further information is available on the School's website at [www.rbc.org.uk](http://www.rbc.org.uk)

See also **The Good School Guide**

<https://www.goodschoolsguide.co.uk/schools/102976/reading-blue-coat-school>

and **Muddy Stiletto's Schools Review Guide**

<https://berkshire.muddystiletto.co.uk/kids-2/school-reviews-kids-fashion-2/reading-blue-coats-sonning/>



## READING BLUE COAT

### **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 his Deputy.

This role will be employed by Reading Blue Coat School, with cleaning staff enjoying all of the benefits as a School employee.

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.

The School hires its facilities to third parties and external organisations for events, (including weddings; conferences; sporting events; summer camps for children, etc.) which also forms part of the cleaning duties of the Housekeeping team, providing a busy year round workload and may afford opportunities for some overtime working from time to time.



## READING BLUE COAT

### **JOB DESCRIPTION**

#### **HOUSEKEEPING WORKING SUPERVISOR (part time)**

Line Manager: Housekeeping Manager (Sodexo)

Department: Housekeeping

#### **Description of the Post:**

Working as part of the Housekeeping Department to ensure the designated areas of the School are cleaned efficiently and promptly according to the standards laid down by Reading Blue Coat School and Sodexo. The role is primarily as a Cleaner but will be required to operate in a Working Supervisor capacity when instructed to do so.

#### **Main 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 meetings and training as necessary from time to time, to complete 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 provide cover for colleagues as required.
10. To communicate effectively with colleagues at all times.
11. To perform any reasonable task as requested by management.
12. To comply with all School and Sodexo Company policies and operating procedures and regulations.

#### **Additional Supervisory Duties:**

1. To assist the Sodexo General Services Manager and the Catering Manager when the Housekeeping Manager is not in work e.g. when the Housekeeping Manager is covering the morning shift or when the Managers have a specific task they wish to delegate to the Supervisor, e.g. setting up and cleaning ahead of an event.
2. Assist with supervision of specific tasks when directed by the Housekeeping Manager, Sodexo General Services Manager or Catering Manager.



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3. At the start of the afternoon shift:
  - i. meet the housekeeping team at 16:00.
  - ii. record cleaners' attendance.
  - iii. issue keys and cleaning materials.
  - iv. carry out any adjustment to the organisation of work required by staff absence.
  - v. follow the daily handover sheet.
4. During the shift:
  - i. to work alongside other cleaners to ensure that the cleaners areas of responsibility are cleaned to the standards laid down by the School.
  - ii. to supervise the setting up of rooms etc.
  - iii. to provide practical guidance to cleaners in case they have problems.
  - iv. to provide supervision of the other cleaners work especially in cases of complaints and incidents of accidents, fire, theft, loss, damage or other irregularities
  - v. to monitor that the cleaners Comply with policies/procedures, site rules and regulations as laid down by the School and Sodexo.
5. At the end of the shift:
  - i. check all of the cleaners out via the housekeeping office.
  - ii. ensure sign in/out sheets are completed by all Housekeeping staff.
  - iii. record any damages noted by the cleaners.
  - iv. report any complaints and incidents of accidents, fire, theft, loss, damage or other irregularities.
  - v. to check all rooms and building have been locked.
  - vi. supervise the disposal or rubbish in the appropriate bins.
  - vii. ensure that all keys are accounted for and signed back in at the end of each shift.
  - viii. to perform any reasonable task as requested by School or Sodexo management.
  - ix. report any poor performance.
  - x. manage and operate a daily handover sheet detailing all information which needs to be communicated in the absence of the Housekeeping Manager.

### **Additional Duties:**

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



# READING BLUE COAT

## PERSON SPECIFICATION

### HOUSEKEEPING WORKING SUPERVISOR (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**
- 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 spoken and written 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**
- Punctual, trustworthy and reliable **E**
- A willingness to be adaptable and to work weekends and unsociable hours as required (by arrangement) **E**
- Able to operate a range of cleaning equipment (training will be given) **E**
- Commitment to the ethos and values of the School **E**

#### Qualifications

- None required

Practical experience is valued and a lack of formal qualifications will not necessarily preclude an experienced candidate.

#### Requirement

E - Essential

D - Desirable



## READING BLUE COAT

### **SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS**

- **Contract Status:** Permanent contract. To commence as soon as possible.
- **Salary:** £9.50 - £10.00 per hour dependent upon experience. 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:** Part time: 21¼ hours per week (all year round) from 16:00 to 20:15 (4¼ hours per day).
- **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 by the School.
- **Parking:** Free Car parking is available on site
- **Cycle Scheme:** Tax free Cycle to Work Scheme is offered by salary sacrifice, enabling you to purchase a new cycle and save on income tax.
- **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 2019) are currently £5,838 per term
- **Sports facilities:** Free 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

## 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.

### **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/>