



VACANCY
INFORMATION
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HEALTH & SAFETY
OFFICER



READING BLUE COAT



INTRODUCTION

Reading Blue Coat is a leading independent day school of 760 pupils; 677 boys aged 11 – 18 and a further 83 girls in the co-educational sixth form.

The School was founded in 1646 by Richard Aldworth, a Master 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 estate of Holme Park in the Berkshire village of Sonning, where it remains today.

The ethos of the School derives from its Christian foundation and traditions, fostering care and concern within the community and enabling all pupils to develop their full potential. 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 has recently (November 2019) had a full ISI Inspection from which we achieved the highest rating possible in all categories of the inspection.

The School employs in excess of 170 salaried staff, of whom about 50% are academic. Reflecting the character of our co-educational sixth form, nearly half of our academic staff are female.

FACILITIES

Reading Blue Coat is located four miles from the centre of Reading, in the Thames-side village of Sonning. It is also three miles from Twyford, which will be located on Crossrail. Set in 46 acres of land for pupils to enjoy, the facilities have been well maintained and the School continues to invest in the site. New buildings add to an already impressive list of facilities which include: the Sports Complex, the Science Centre, a Sixth Form Centre, a Lower School Common Room for Year 7 and 8 boys, a boathouse and various other amenities.

Key developments built as part of the 2012 Campus Strategy and completed over the past decade include;

- **The Richard Aldworth Building, a 25-classroom block that provides first-class teaching facilities for a number of departments and a new Art department with views over the sports pitches and the River Thames, as well as a Common Room for Middle School pupils.**
- **A new IT Centre**
- **A new Geology and Psychology Centre**
- **A Design & Technology Centre**

Under construction is the learning Innovation Centre and the Grounds, Maintenance and Activities Centre. The latter clears the site for a new Performing Arts Centre in 2022. Planning permission has been obtained for the Performing Arts Centre but there is still work to do on the detailed design.



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 in Year 7, in Languages in Year 8, and Science in Year 9. 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 (full course) 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, Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), and a weekly schedule of visiting speakers. Reading Blue Coat always seeks to stretch and challenge pupils and the School's Learning Support Department ensures 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.

2019 academic results were impressive; the A Level results were amongst Blue Coat's best with 71.1% achieving A*-B and at GCSE 66% gaining A*-A.

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 of 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 for personally overseeing the development of their character and intellectual curiosity.

The School prides itself on mutual respect, tolerance and courtesy and all activities seek to re-enforce these values. The house system enables pupils to take part in activities that foster the development of these ideals through a variety of opportunities that include music, sport, drama and public speaking.

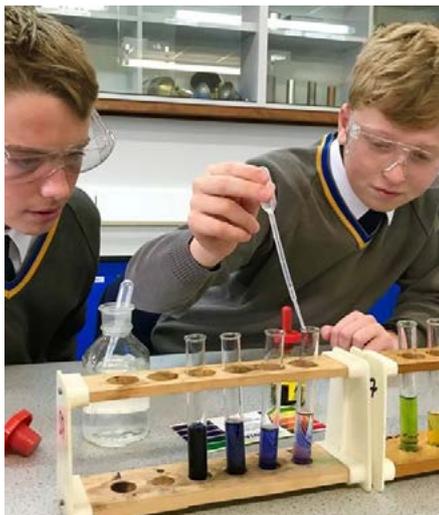
SPORT

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 how to 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 rowing, rugby, netball, football, cricket, tennis and athletics. The School competes well at local, regional and even national level. Other sports include golf, squash, cross country, climbing, weight training, touch rugby, shooting and archery.

Recent sporting achievements include:

- Silver medals for J16 and Bronze medals for Seniors at the National Schools' Regatta and the 1st VIII's participation at the Henley Royal Regatta.
- The School won its first round draw at the 2019 Henley Royal Regatta for the first time in the School's history.
- U12 cricketers won the county cup.
- U15 were the County Cup rugby champions.
- The girls' hockey team were Super 8 League champions.
- Junior and intermediate Athletics teams qualified for Regional Championships.
- Junior Swimming team came 7th in the National Schools relay finals.
- 1st XI and 2nd XI football teams won their respective Thames Valley Leagues.



DRAMA, MUSIC AND THE ARTS

Reading 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, Reading Blue Coat 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, Scuba Diving, 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 Richard Aldworth who founded the School in 1646.

In recent years the School has greatly enhanced its links with the wider community under what is now called the Aldworth Partnership, an umbrella term for all that might traditionally be considered 'public benefit'. One example is the Sports Leaders programme, through which pupils go 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. Through the Community Service programme, pupils also help out in residential care homes and assist in local charity shops, while an environmental group undertakes projects in and around Sonning.

Internationally, Reading Blue Coat has a partnership with Ankwanda School in Ghana, which our pupils visit biennially and have helped to build a number of buildings. We also have a strong relationship with the charity Brass for Africa, and our pupils support their work amongst disadvantaged children and young people in Uganda through music. As the Aldworth Partnership continues to grow, the long term aim is that all Blue Coat pupils have the opportunity to be involved in transformative service projects in the local and wider community at some point in their school career.



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

SEE ALSO THE GOOD SCHOOL GUIDE:

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

AND MUDDY STILETTOS SCHOOLS REVIEW GUIDE:

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

LINE MANAGER

Head of Maintenance

DEPARTMENT

Maintenance

DIRECT REPORTS

None

CONTRACT STATUS

Permanent contract, working all year round.
To commence all year round.

SALARY

In the range £30,000 to £34,000, plus a call out allowance of £1,500 per annum.
Salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments throughout the year.

**MAIN PURPOSE OF THE POST**

To ensure the School's compliance with all Health and Safety regulations. To carry out all Health and Safety inspections and checks, to organise those carried out externally and to ensure adequate records are kept. To carry out risk assessments and liaise with staff.

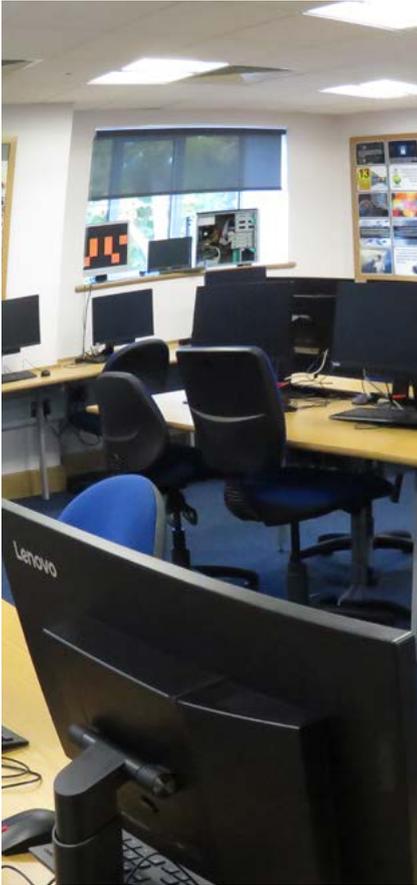
MAIN DUTIES AND RESPONSIBILITIES:

1. Carry out all of the Health and Safety checks and inspections and record their findings.
2. Complete the School's Health and Safety Inspection Program (this would include Asbestos, Legionella, and Electrical and Swimming Pool testing; however, this list is by no means exhaustive).
3. Ensure that all compliance inspections are carried out to an agreed programme.
4. Be a member of and provide advice to the School Health and Safety Committee.
5. Provide professional advice and guidance to the School's senior managers regarding Health and Safety matters and best practice.
6. Implement such actions relating to health and safety as may emanate from the Senior Leadership Team (SLT) and Governors' Meetings.
7. Carry out periodic Health and Safety audits and ensure that all recommendations and identified work is carried out to the required standard.
8. Ensure fire and evacuation arrangements are maintained in good order and fire and evacuation drills are carried out in line with legal requirements. This will include organising, managing and evaluating at least one whole school evacuation drill during each academic term.
9. Prepare all necessary periodic reports as detailed by the Bursar and Line Manager.
10. Conduct risk assessment procedures and ensure all risk assessments throughout the School are completed and reviewed as necessary. Provide support to staff in completing risk assessments.
11. Maintain all relevant systems, records and information as required by the Bursar and Line Manager
12. Ensure compliance with COSHH and RIDDOR regulations.
13. Carry out statutory RIDDOR recording and reporting, in liaison with the Assistant Bursar.
14. Carry out formal Health & Safety, fire and evacuation Inductions with all new staff.
15. Ensure that DSE Workstation Assessments are carried out with all new staff and advise all staff on any necessary adjustments required to work stations, in liaison with the Assistant Bursar and the IT Services & Support Manager.
16. Assess staff training needs concerning health and safety, and arrange for suitable training to be carried out within budget, in liaison with the Human Resources Manager (for non-academic staff) and the Deputy Head, Staff Development (for academic staff).

Additional duties

17. Perform any other reasonable task required within the limits of capability.
18. The post holder is responsible for promoting and safeguarding the welfare of pupils at the school.
19. The post holder is responsible for using technical and operational knowledge to ensure a safe environment.

Please note that this Job Description is not exhaustive and may be amended and updated from time to time after consultation with the job holder.



HEALTH AND SAFETY OFFICER

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:

Essential	Essential	Desirable
Successful career achievements in health and safety operations, preferably gained in public venues such as education, hospitality, leisure, or health and care environments.	✓	
Detailed and up-to-date knowledge of the HASWA and all other Health and Safety legislation and regulations.	✓	
Experience of sourcing, liaising with, and managing specialist external contractors and service providers.	✓	
Ability to analyse complex problems and provide effective solutions.	✓	
Ability to make realistic and workable judgements.	✓	
Good verbal and written communication skills.	✓	
Competent in managing budgets.	✓	
Excellent practical technical skills.	✓	
Good IT skills – Outlook, MSWord & Excel.	✓	
Able to plan and prioritise work well.	✓	
Accustomed and able to work to and achieve deadlines.	✓	
Excellent attention to detail. A completer finisher.	✓	
Forms and maintains effective working relationships.	✓	
Is approachable and caring.	✓	
Demonstrates a high level of emotional resilience and application to tasks.	✓	
Willing and able to participate on emergency call out rota out of normal working hours. (Currently on call out standby for one week in every four).	✓	
Hold the NEBOSH or other equivalent Health and Safety qualification.		✓
Hold a pool plant operators certificate or be willing to undertake this qualification.		✓
Experience of working in the education sector.		✓

Closing date for applications: Friday 18 September 2020 at 09:00

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

This should be submitted with your letter of application, by email to recruitment@rbc.org.uk
If you choose not to submit a completed Application form when you apply, you will be required to complete one if invited to attend an interview.

Contact for questions about the application process should be addressed to: Mr Ian King, HR Manager, by email to recruitment@rbc.org.uk

For further information about the role, please contact Mr Neale Farwell (Health & Safety Officer) at npf@rbc.org.uk



PLACE OF WORK

Reading Blue Coat School, Sonning on Thames, Berkshire.



MEALS

Lunch and refreshments are provided free by the School.



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, 24 hours per day, 7 days per week.



WORKING HOURS

40 hours per week. Monday to Friday from 08:00 to 16:30, with a 30 minute unpaid meal break. Will also be required to participate in the emergency call out rota for one week in every four.



PARKING

Free Car parking is available on site.



LEAVE ENTITLEMENT

A paid holiday entitlement of 6.6 weeks per annum, which includes 8 days of public and bank holidays. Holiday year runs from 1 April to 31 March annually. Additional discretionary paid leave is usually granted between Christmas and New Year when the school site is closed down.



CYCLE SCHEME

Tax free Cycle to Work Scheme is offered by salary sacrifice.



PROFESSIONAL DEVELOPMENT

Strong commitment to support professional development with a dedicated people development budget.



PENSION

A contributory employer's pension scheme is available (5% employee contribution; 8% employer contribution). A voluntary salary sacrifice scheme is in place to enhance your contributions free of income tax.

DISCOUNTS



Reduction in Reading Blue Coat 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 £5,838 per term.

Through the Blue Coat Benefit Hub you can access discounts, rewards and perks on thousands of the brands that you love to shop with including travel; motoring; electronics; clothing; education; entertainment; restaurants; health and wellness; beauty and spa; insurance; sports and outdoors.

MEET THE STAFF

All staff, both teaching and support, form part of a qualified and experienced team, which functions at its best in being mutually supportive in a common goal: to provide the best possible education for all Blue Coat pupils.

Relationships between staff and pupils at Blue Coat are often remarked upon by visitors and parents for being warm, relaxed and mutually respectful.

Click on the link to find out more about some of our staff. Can you see yourself as part of the Blue Coat team?

www.rbc.org.uk/the-school/meet-the-staff/



GETTING HERE

BY CAR

We are located in the village of Sonning-on-Thames, just off the A4, between Reading and Twyford.

We are about 15 minutes' drive from Junction 10 of the M4 motorway. From there, take the Reading / Bracknell turnoff at Junction 10 on to the A329M to Reading. At the roundabout by the flyover take the third exit (A4) towards Maidenhead. Follow the dual carriageway over the next roundabout and up the hill. Over the railway bridge, turn left into Sonning Lane. The School is about 1/2 mile on the left.

BY BUS

The School and village of Sonning is served by local bus services 128 and 129 (operated by Courtney) from Reading to Wokingham.

Also by service 850 (operated by Arriva Bus) from High Wycombe, Marlow,

Henley, Twyford to Reading. Alight at the junction of Sonning Lane and Bath Road, from where it is a short walk.

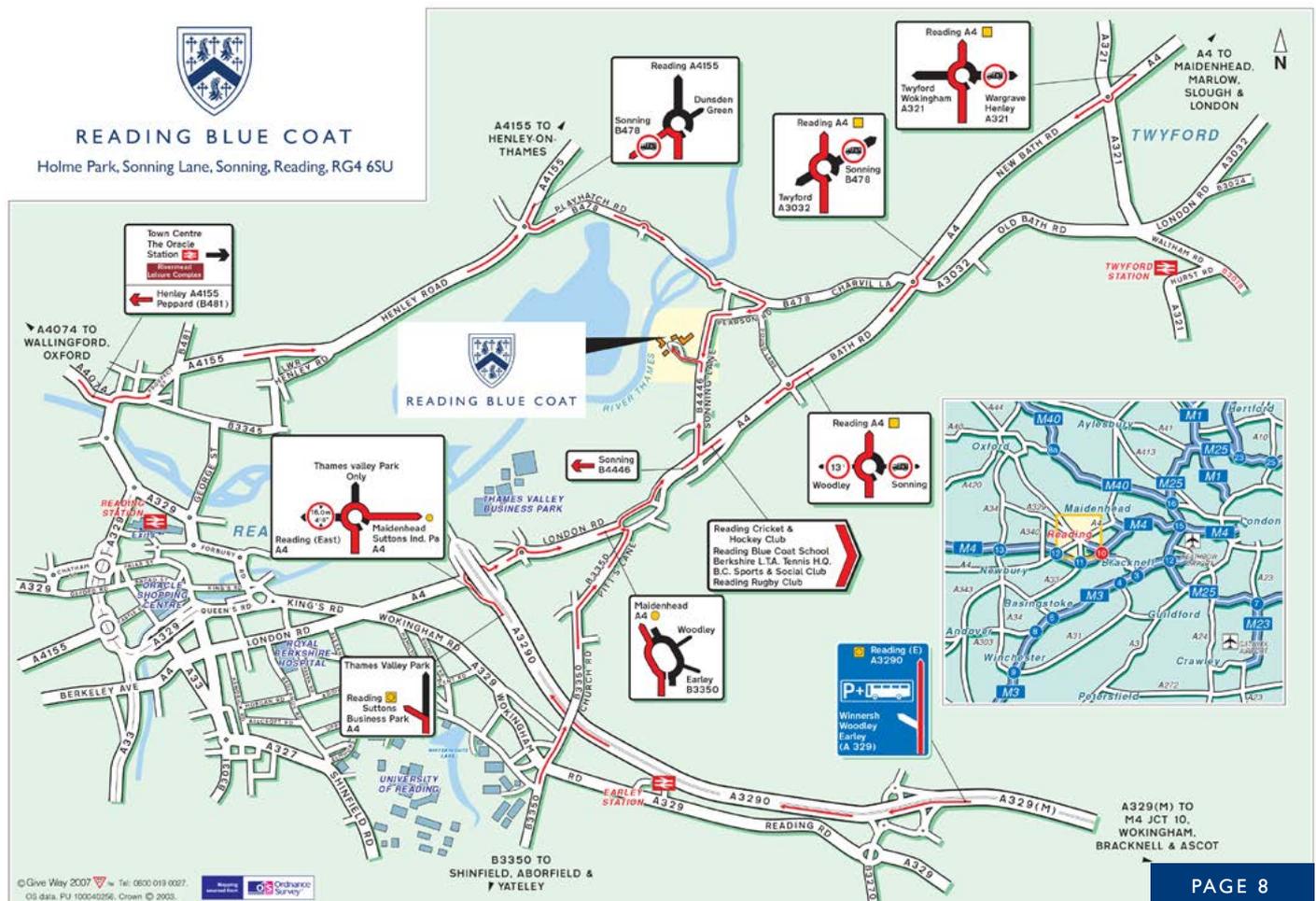
BY TRAIN

Our nearest rail links are at Reading central station (mainline to London, Wales and the West), which is about 5 miles from the School (about 15 minutes by taxi).

We are also served by local stations at Twyford, which is about 3 miles away (about 10 minutes by taxi), and at Earley, which is about 4 miles away (about 15 minutes by taxi).



For information, call Reception: 0118 944 1005



ONE READING BLUE COAT

our community



Holme Park, Sonning Lane, Sonning-on-Thames, Berkshire RG4 6SU

Tel: 0118 944 1005 rbc.org.uk