



READING BLUE COAT

**VACANCY INFORMATION PACK
CLEANING SUPERVISOR (PART TIME)**



Interviews will be held at any time and so candidates are advised to not delay and submit your application as soon as possible.

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

Further details and a School application form can be downloaded from our website www.rbc.org.uk/vacancies or from School Reception or by telephoning the HR department.

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.
Email: sad@rbc.org.uk



READING BLUE COAT

INTRODUCTION

Reading Blue Coat is a leading independent day school of 785 pupils; 705 boys aged 11 – 18 and a further 80 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 most recent full ISI Inspection was in November 2019 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, with fast train service across London. Set in 46 acres of land for pupils to enjoy, the facilities are very well maintained and the School continues to invest in the site to add to an impressive infrastructure of buildings.

Nearing construction is the new Learning Innovation Centre. An impressive Grounds, Maintenance and Activities Centre opened in early 2020. Planning permission has been obtained for a new Performing Arts Centre, which will be the next phase of our ongoing infrastructure development.

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 Latin in Year 7, in Modern 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 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



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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.

2020 academic results were impressive; the A Level results were amongst Blue Coat's best with 78.2% achieving A*-B and at GCSE 78.8% 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 whilst embodying the principles of Respect, Belief, Commitment and Sportsmanship (teamRBCS). 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, hockey, netball, rowing and rugby. The School competes well at local, regional and even national level. Other sports include climbing, cross country, golf, tennis, swimming and touch rugby.

Although the emphasis is very much on participation, the school also has much success and currently holds several county titles in hockey, rugby, football, netball and cricket. We have recent national competition winners in rowing and cross country running, and cricketers, rugby players and netballers who have been selected to international age group teams and gone on to play professionally.

DRAMA 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.



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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 Stiletto's Schools Review Guide**

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



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HOUSEKEEPING DEPARTMENT

The Housekeeping team consists of 14 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, 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.



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JOB DESCRIPTION

CLEANING 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 on a daily basis.

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.
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.



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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.



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PERSON SPECIFICATION

CLEANING 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
- Previous experience in a supervisory role 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



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SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

- **Contract Status:** Permanent contract. To commence as soon as possible.
- **Salary:** £10.50 per hour. 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 15.45 to 20:00 (4¼ hours per day).

Flexibility will be required to adjust normal working times on occasions to meet the operational needs of the School and occasional weekend days/evenings to support specific events throughout the year.
- **Leave entitlement:** 5 weeks paid annual leave plus 8 public holidays and some additional discretionary days over the Christmas closedown period.
- **Pension:** Membership of the RBCS Group Personal Pension Scheme (employee contribution of 5% of salary and employer contribution is 8% of salary).
- **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.
- **Discounts:** 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.

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 2021) are £6,013 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 with a dedicated people development budget.