



VACANCY
INFORMATION
PACK

FOUNDATION
MANAGER



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. Pupil numbers will increase to over 800 in the next academic year.

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.

Planning permission has been obtained for 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 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.

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.

The majority of Year 13 leavers proceed to degree courses at universities of which approximately 70% go to the Russell Group of universities. Each year 80% of our students attain places at their first choice university, whilst others are successful in securing future learning opportunities in their chosen career.

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 the house system. From September 2021, we will increase our houses from four to six: Aldworth, Hall, Malthus, Rich, Norwood and West.

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. At the heart of the School are the values of aspiration, courage, compassion, integrity and service and all activities seek to re-enforce these. 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, netball, hockey, 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.

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.

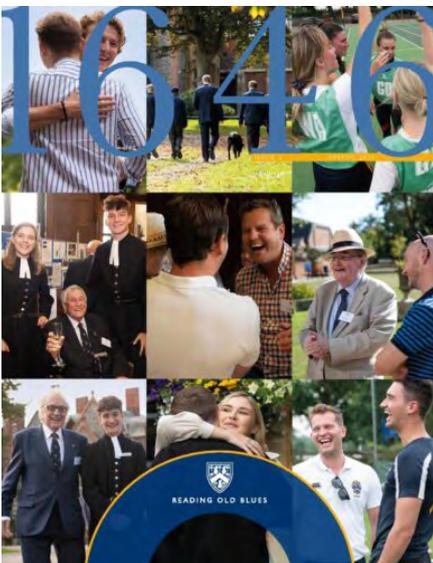
COMMUNITY

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/school-reviews/reading-blue-coat-sonning/>



THE FOUNDATION OFFICE

Reading Blue Coat has a unique 375 year history and was founded with a gift in the 1646 Will of Richard Aldworth. Whilst philanthropy is embedded in the School's history, the Foundation Office was only established in 2018. The School is now seeking to continue the work begun to increase engagement with the School's different community groups (alumni – known as Old Blues - past and current parents, staff and friends) and to create a sustainable culture of giving to the School.

Between the seventeenth and twentieth century the School was managed by the Church but, in the new millennium, the School was set up as a charity in its own right known as the Reading Blue Coat School Foundation. Now called the Reading Blue Coat School Charitable Trust, it is a separately constituted entity and holds the School's lease and investments of over four million pounds.

The Charitable Trust currently donates £125,000 per annum towards the School's bursary provision. In addition, the School contributes around £500,000 towards means-tested support for students each year. The Headmaster is keen to expand on this provision through fundraising.

The School has had an ambitious campus enhancement plan and whilst rated as one of the 10 best value schools in the country, has maintained an impressive building programme. The School seeks to complete its current campus plan with a new Performing Arts Centre before moving ahead with the next 10 year strategy.

The Foundation Office has spent time putting in place the groundwork for successful engagement and fundraising activity. The School's first CRM system (ThankQ) for its 7,000 alumni and supporters has been established; engagement with the Old Blues has been formalised through a strategic multi-channelled communications and events programme. Reading Blue Coat Connect, using the Graduway platform, is the office's online networking platform offering Old Blues the opportunity to connect with each other, the School and provide career mentoring opportunities.

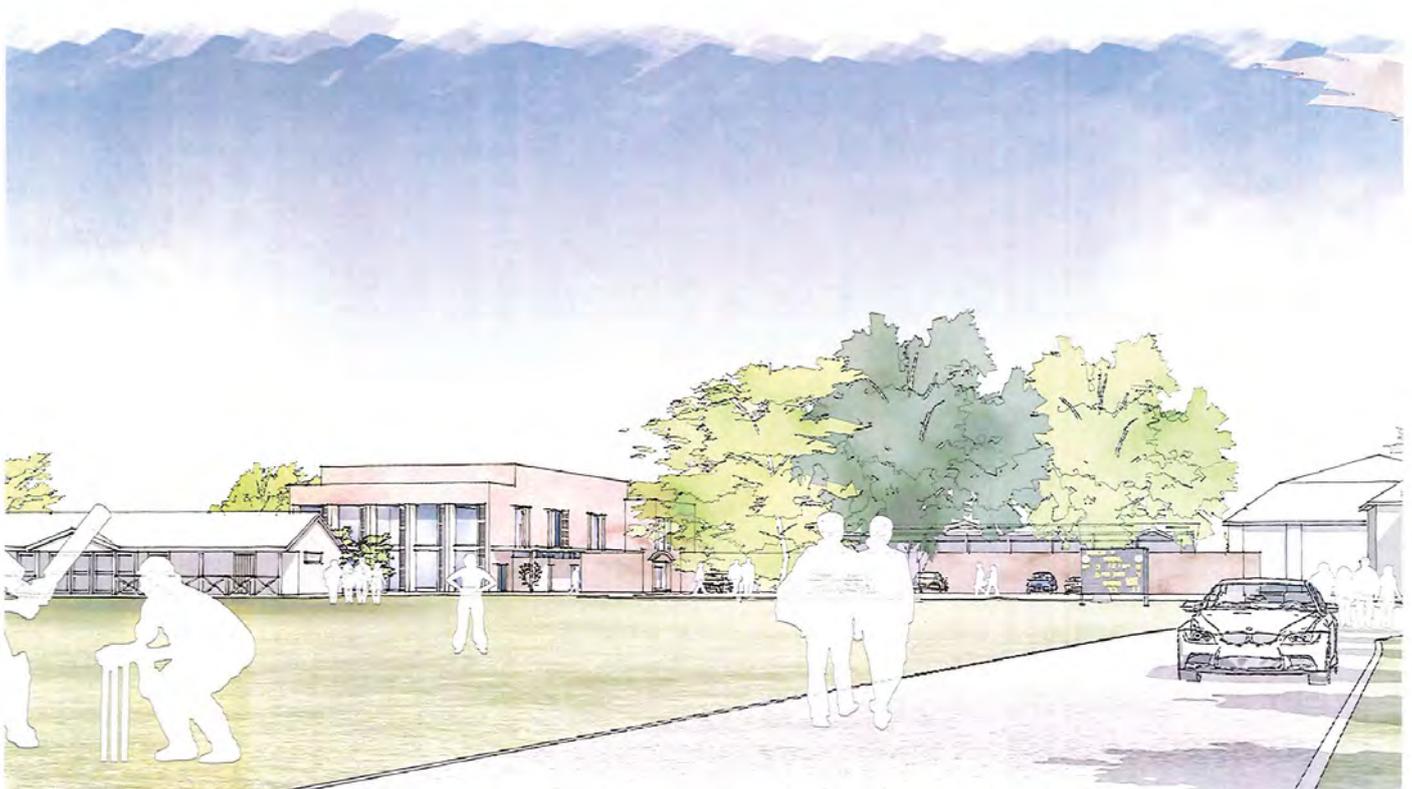
The Foundation Office has been working towards launching the School's first comprehensive fundraising campaign. Focusing on Bursaries and the Performing Arts Centre, the pandemic has delayed the launch, but it is now planned to take place next year.

The Foundation Manager will work closely with the Director to grow fundraising through a variety of different means, including major gifts, legacies, regular giving and grants.

Playing a crucial role in bringing together the whole school community, they will run communication and events programmes to build and maintain strong relationships with alumni (Old Blues), parents, staff and friends.



For an informal telephone conversation about the role, contact Miss Sarah Pyper (Foundation Director) on **0118 944 1005** or email **SPY@rbcs.org.uk**



LINE MANAGER

Foundation Director

DEPARTMENT

Foundation

DIRECT REPORTS

None.

CONTRACT STATUS

Permanent contract. To commence as soon as possible.

SALARY

c. £30,000 to £35,000 Dependent upon career experience and qualifications. Salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.



MAIN PURPOSE OF THE POST:

The Foundation Manager is a varied role that will suit a well organised, personable and proficient communicator. Playing a crucial role in bringing together the whole school community, the post holder will run a relevant communication and events programme to maintain strong relationships with alumni (Old Blues), parents, staff and friends. The role will also administer the department's database and online networking portal, ensuring integrity of the data and compliance with changing legislation. Working in the Foundation Office, the Foundation Manager will be a team player, providing administrative support to the Foundation Director, be comfortable working on several projects at once, able to prioritise a substantial workload and play an active role in the different fundraising programmes undertaken by the office.

MAIN RESPONSIBILITIES:

Will include, but will not be limited to:

1. Advance, coordinate and run a community events programme both at school and nationwide, managing guest and attendance lists and all event collateral including invitations, name badges, menus, table plans, PowerPoint presentations and running orders.
2. Attend and run all Foundation Office events, occasionally during evenings and at weekends.
3. Daily management of the School's online community portal 'Reading Blue Coat Connect' (Graduway). Growing its membership, ensuring the content is up to date, sending out regular newsletters, providing some IT support for members, approving members and helping identify potential volunteers.
4. Run the office's social media channels.
5. Create, edit and produce 1646, the annual alumni magazine.
6. Manage the database (ThankQ), keeping the content as accurate and comprehensive as possible liaising with Reception and IT staff who occasionally provide help inputting information and uploading of data.
7. Query the database for information as required, creating reports and lists.
8. Work with the 6th Form Office to help identify sector representatives to speak to the students, organise visits to industry and provide mentoring opportunities.
9. Liaise with the Marketing and Communications Officer regarding suitable news articles for the School's website, Old Blue pages and social media channels (Facebook, Twitter and LinkedIn), taking photographs when required and coordinating video content for online events and platforms.
10. Liaise with the Marketing Office to create an annual plan for all communications and publications, both electronically and by post. Drafting articles, for example: e-newsletters, Foundation reports, 1646 magazine, regular giving mailings, and other publications.
11. Manage all incoming Foundation Office correspondence by post and email, ensuring accurate and quick logging of all data.
12. In time, ensure quick and accurate logging of all incoming gifts on the database, liaising with the Finance Office as required.
13. Take on an effective ambassadorial role for the School and the Foundation Office, developing relationships with existing stakeholders and building excellent new relationships among parents and Old Blues.
14. Once launched, help run the different fundraising and stewardship programmes
15. Support the running of the legacy programme, The Richard Aldworth Society focusing on increasing the membership and stewarding the current members. by promoting the society to Old Blues, running the annual Richard Aldworth Society Lunch and ensuring all administration associated with legacy giving is properly managed and delivered.
16. Help create and run relevant stewardship programmes for the different levels and ways of giving. For example, regular giving, major gifts and legacy giving.
Help deliver a successful and detailed fundraising campaign to raise funds for the new Performing Arts Centre and bursarial support. Put together all collateral materials such as invitations, information leaflets, presentations and campaign films. Also organise all events associated with this campaign such as the launch and follow up smaller scale events with the Headmaster.
17. Have regular contact with the Reading Old Blues Association Committee members.
18. Support the work of the Foundation Director and undertake any other duties as may be reasonably required to ensure the smooth running of the Foundation Office.

Additional duties

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

This job profile and allocation of responsibilities is not exhaustive and may be amended and updated from time to time.



FOUNDATION MANAGER

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	Essential	Desirable
Experience of administrative work within a customer orientated enterprise.	✓	
Experience of managing events.		✓
Experience of working with databases, including the production of basic reports and updating of records.	✓	
Experience working on Giving Days and/or Telethon Campaigns.		✓
Experience working on a major fundraising campaign.		✓
Proven track record of producing copy for a variety of formats.		✓
Knowledge of Data Protection issues and how to handle personal information.		✓
Awareness of the changes to the fundraising landscape.		✓
Understand the Development and Alumni sector.	✓	
Skills and Attributes	Essential	Desirable
Strong organisational skills.	✓	
Excellent written and verbal communication skills.	✓	
Ability to work with minimum supervision and prioritise tasks appropriately.	✓	
Able to work calmly and to switch from one task to another on a frequent basis as required.	✓	
Ability to communicate appropriately and effectively, both verbally and in writing, with senior members of the School, Old Blues, parents and key stakeholders.	✓	
Ability to collate and assess information and present it in an effective format.	✓	
Demonstrate a high level of computer literacy: proficient in the use of MS Office, Word, Excel and social media platforms.	✓	
Excellent team working skills.	✓	
Is extremely meticulous with attention great to detail, comfortable with deadlines and works well under pressure.	✓	
Must be willing and able to work extended or flexible hours on occasions, e.g., to attend events at weekends.	✓	
Demonstrates integrity, reliability and discretion.	✓	
Qualifications	Essential	Desirable
A good Honours degree		✓
Membership of relevant professional body, e.g., IDPE, Chartered Institute of Fundraising, or similar		✓

Closing date for applications: 09:00 on Monday 9 August 2021

Applications may be submitted by CV or School employment 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, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU. Email ijk@rbc.org.uk

For further information about the role, please contact Miss Sarah Pyper (Foundation Director) at SPY@rbc.org.uk



PLACE OF WORK

Reading Blue Coat School, Holme Park, Sonning Lane, Sonning on Thames, Berkshire, RG4 6SU.



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.



WORKING HOURS

37.5 hours per week. From 08:30 to 16:30, Monday to Friday, with 30 minute unpaid meal break. Additional hours will be required as necessary, including some weekends and evenings, to ensure the successful completion of School events and operations. Time off in lieu is available for significant additional time worked.



PARKING

Free Car parking is available on site.



LEAVE ENTITLEMENT

5 weeks paid annual leave plus 8 public holidays and some additional discretionary days over the Christmas closedown period.



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

Membership of the RBCS Group Personal Pension Scheme (employee contribution of 5% of salary and employer contribution is 8% of salary).

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 2021) are £6,013 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 ½ 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.

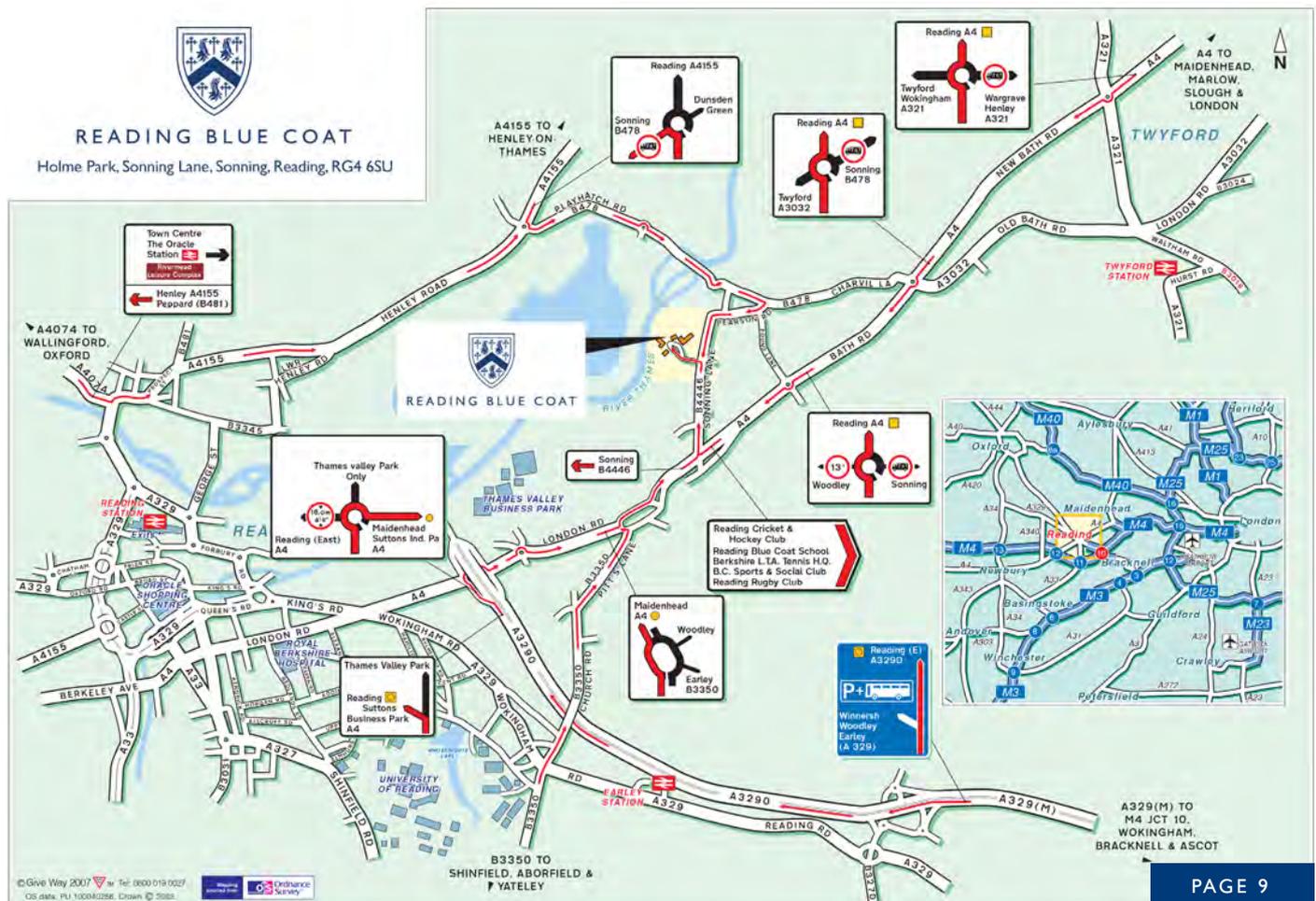
BY TRAIN

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 rbcs.org.uk