



## READING BLUE COAT

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

### FOUNDATION MANAGER

Founded in 1646, 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 is located on a beautiful 46 acre campus in the village of Sonning, just outside Reading.

The School employs over 170 staff, of whom 50% are academic staff, and provides a stimulating, friendly and supportive atmosphere in which each pupil can realise his or her full intellectual, physical and creative potential.

Whilst philanthropy is embedded in the School's history, the Foundation Office was only established in 2018.

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.

Reporting to the Foundation Director, the Foundation Manager will play a crucial role in bringing together the whole school community, running communication and events programmes to grow and maintain strong relationships with alumni (Old Blues), parents, staff and friends. You will also administer the Foundation database and online networking portal, and provide support to the Foundation Director, working on several projects at once and playing an active role in the different fundraising programmes undertaken by the office.

The Foundation Office has put in place the groundwork for successful engagement and fundraising activity and is working towards launching the School's first comprehensive fundraising campaign, focusing on Bursaries and the Performing Arts Centre.

Candidates will have some experience of managing events and working with databases. It will be helpful to have some experience of fundraising campaigns, as will an understanding of the Development and Alumni sector. You should have accomplished interpersonal skills, an excellent memory for names and faces and an ability to build trusted relationships. You will demonstrate an ability to manage social situations with grace; alacrity; creativity and resilience. Education to degree level would be advantageous.

The role will require some work on evenings and weekends.

We offer an excellent salary and benefits package, dependent on qualifications and experience

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

**Closing date for applications: 09:00 on 9 August 2021.**

Applications must be submitted to the email address above by CV or an application form, and accompanied by your covering letter. Applicants must already be eligible to work in the 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. Registered charity number 1087839 • No agencies, please

[www.rbc.org.uk](http://www.rbc.org.uk)