

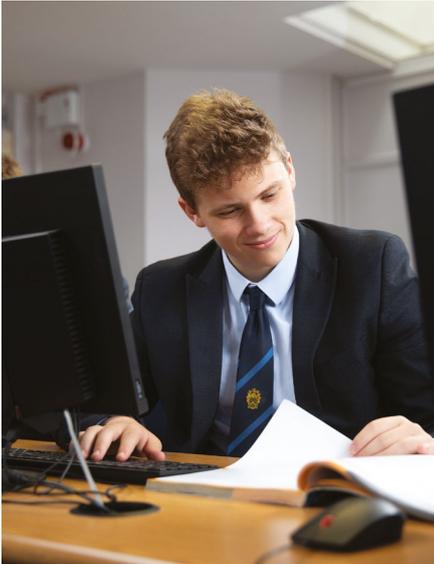


VACANCY  
INFORMATION  
PACK

MANAGEMENT  
INFORMATION SYSTEMS  
DEGREE APPRENTICESHIP



READING BLUE COAT



## INTRODUCTION

Reading Blue Coat is a leading independent day school of 820 pupils; 719 boys aged 11 – 18 and a further 101 girls in the co-educational sixth form which has over 300 pupils.

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 more than 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.

2021 academic results were impressive; the A Level results were amongst Blue Coat's best with 88.9% achieving A\*- B and at GCSE 84.4 % gaining A\*- A (i.e., Grades 9 to 7).

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, 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 several 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 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 several 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](http://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 IT SERVICES & SUPPORT FUNCTION

The department is responsible for the provision and operation of IT services throughout the School. This includes:

- Hardware
- Software
- Data Network – Fixed and Wireless
- Systems and Data Security
- Telecommunications – Voice and WAN
- Managed Print/Copy
- CCTV
- Presentation AV
- Teaching and Learning AV
- Digital Signage
- Budgets



Resources include:

- Servers - 5 host VMWare Server Farm plus SAN
- Client Computers - 370 Endpoints including 106 laptops.
- An extensive LAN covering the 46 acre campus via a fibre backbone.
- RO2 Internet connectivity.
- A managed print/copy fleet of 50 multifunctional devices. (Ricoh)
- An IT budget of approximately £100k operating expenditure and £60k capital expenditure annually.

The School runs a Microsoft environment based on Windows Server technology and Windows 10 clients with a RM Community Connect 4 Management Layer over the top.

The IT systems are modern and constantly evolving to be delivered across the campus. A comprehensive set of services are also accessible from off-campus, via a range of technologies, to enable staff and students to teach and learn at any time, from anywhere. The department presently consists of 4 full time staff working year round:

- IT Services and Support Manager
- MIS & Applications Manager
- Network Manager
- Support Analyst

Investment in the IT infrastructure and services are ongoing and evolves as new technologies are adopted to improve the teaching, learning and operations of the School. The School works with a number of partners where additional expertise is required and can add value.

Alongside core IT services, the team are also responsible for the School's audio-visual, telecommunications, managed print/copy, and CCTV systems. In addition, the department is involved in the design, specification, and delivery of these services across the School's new building and renovation projects.

The School has over 370 fixed and mobile end-client devices from a variety of vendors including Lenovo, HP, and Apple. Servers are virtualised using VMware running on HP Proliant servers and augmented with a Nimble SAN. All equipment sits on a network built using HP/Aruba ProCurve switches and Aruba Access Points interconnected with a combination of fibre optic and copper technologies.





This Apprenticeship is a new position providing an opportunity to train and work to a high professional standard in IT Services and Support leading to professional qualification and a longer term career. The School is growing pupil numbers and staff over the next 5 years as we move towards being fully co-educational in Years 7 to 11, as well as the Sixth Form. Learning innovations and techniques continue to develop quickly and require ever more sophisticated IT solutions and support.

The Apprentice will follow a programme of study at the University of Winchester on the BSc (Hons) Digital and Technology Solutions degree programme, for one day a week over 3 years, starting in September 2022.

All course fees are paid by the School.

You'll spend the remainder of your working week in school, learning on the job and developing your career at Reading Blue Coat.

As you develop, your role will become important to the successful running of the School, having a holistic view of the software and platforms used for Teaching and Learning, as well as the Operational Management of the organisation used by our whole community - pupils, teachers, and operational staff.

This will combine elements of Business Systems Analysis, Systems Integration and Systems Administration.

It is expected that, upon completion of the Degree Apprenticeship within approximately 48 months, and demonstration of high standards of work performance, you will take up employment with the School as a professional MIS Business Analyst.

You will be involved in the full life cycle of strategic systems from initial identification of products and systems, evaluation, deployment, and training of staff users. A significant effort is made to identify opportunities to fully exploit the software the School has invested in wherever possible, or to identify when multiple systems can be consolidated by moving to new platforms, whilst always being conscious of maximising our return on investment.



For an informal telephone conversation about the role, contact Barry Hines, IT Services & Support Manager, via email [bjh@rbc.org.uk](mailto:bjh@rbc.org.uk). Barry will call you.

**LINE MANAGER**

IT Service & Support Manager

**DEPARTMENT**

IT Support

**DIRECT REPORTS:**

No direct reports

**CONTRACT STATUS**

Fixed term for duration of apprenticeship. Dependent upon performance and completion of qualifications, will have an opportunity to take up to full time permanent employment upon completion of training.

**SALARY**

Paid according to progress maintained throughout the apprenticeship as follows:  
 Level 4 (commencement of Degree Apprenticeship, Year 1): starting salary - £356.25 per week (£18,525 pa)  
 Level 5 (commencement of Year 2 of BSc Degree): £375 per week (£19,500 pa)  
 Level 6 (commencement of Year 3 of BSc Degree): £431.25 per week (£22,425 pa)

**DESCRIPTION OF THE POST**

Training and working under the guidance of an experienced professional IT team, to ensure the effective operation and development of the School's technical services including network, hardware, and software. The Apprentice will work with academic colleagues to improve the impact of our IT on pupil learning experiences and teaching practices, as well as with our operational staff to improve the efficiency of our management and administrative services.

**MAIN TASKS AND RESPONSIBILITIES:****1 Installation & Maintenance**

- 1.1 Maintain PCs, laptops, and other ICT related hardware so as to provide a system able to support staff on a day to day basis.
- 1.2 Support the use of all software, both administrative and curriculum specific.
- 1.3 Advise on compatibility of hardware, applications, and operating systems, according to user requirements.
- 1.4 Install and maintain the schools network; perform basic diagnostic and recovery on network equipment; configure wired and wireless devices.
- 1.5 Manage active network components including switches, routers, and bridges; maintain Internet filtering systems.
- 1.6 Install/manage on-prem and cloud based software; monitor system logs and diagnose issues.
- 1.7 Manage and maintain network/cloud systems & services (for example, MIS system, Server Operating Systems, Office 365, Exchange 365, SharePoint 365 etc.).

**2 Supporting and managing**

- 2.1 Record and retrieve the collection of information in the school's asset and configuration database/log.
- 2.2 Be responsible for at least one major data security system e.g., backup, virus protection, email security, internet security. Assist in the implementation of data protection policies.
- 2.3 Follow the maintenance schedule for all hardware.
- 2.4 Monitor the ICT Helpdesk system and work towards resolving problems and other requests in an efficient, effective, and timely manner.
- 2.5 Raise and track external support calls and escalate contract/warranty issues appropriately.

**3 Develop the school's ICT service**

- 3.1 Assist the IT Service and Support Manager/MIS Manager with regard to identifying possible ICT requirements/solutions.
- 3.2 Initiate and Maintain contact with external suppliers to ensure purchases meet the requirements of 'Best Value'.
- 3.3 Produce estimates for planned expenditure.
- 3.4 Work as part of a team and adopt flexible working practices.

**4 Personal ICT development**

- 4.1 Pursue training and development to increase both personal and School technical knowledge and ability.
- 4.2 Read and maintain awareness of documents, in relation to current and future developments, that may impact upon the use of ICT within an educational setting.
- 4.3 Attend relevant meetings that may also impact on uses of ICT.

**5 Operations and User Support**

- 5.1 Advise and train individual staff and pupils; produce detailed help sheets and other documentation.
- 5.2 Manage routine contacts with external contractors and suppliers.
- 5.3 Assist with and conduct individual and group training on the use of ICT resources; document current policies and practice.
- 5.4 The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

**6 Other**

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

*This job description is not exhaustive. Other duties, within the scope of the post, as requested by the Headmaster, Bursar or members of the Senior Leadership Team will be undertaken as required.*



## MANAGEMENT INFORMATION SYSTEMS DEGREE APPRENTICE

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
Interest in computers and networks.	✓	
Can demonstrate some knowledge of computers.	✓	
Competent in the use of Microsoft Office suite of applications.	✓	
Skills and Attributes	Essential	Desirable
Enthusiasm to learn.	✓	
Able to follow verbal and written instructions.	✓	
Acts politely and professionally at all times.	✓	
Hard working with attention to quality and detail.	✓	
Good team worker.	✓	
Able to work independently.	✓	
Experience of, or a desire to work with, young people.	✓	
Trustworthy, punctual, and reliable.	✓	
Physically fit and able to regularly handle/carry heavy items.	✓	
Flexible approach to work and willing to work extra hours when required (including some Saturdays on occasion).	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people.	✓	
Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.	✓	
Committed to the safeguarding and well-being of children and young people.	✓	
Qualifications	Essential	Desirable
To be eligible for the degree programme you will need GCSE or equivalent in English, Maths and Science (at Grade 5 and above), and A Levels or equivalent that meet 104 UCAS points from attainment of 3 A Levels (or equivalent) (at Grade C or above).	✓	
Full clean driving licence.		✓

### Closing date for applications: 09:00 on Monday 6th December 2021

Interviews will be held during the week of 13th December 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/](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). 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 Miss Sue Douglas, HR Advisor, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU.

For further information about the role, please contact Mr Barry Hines (IT Services & Support Manager) at [bjh@rbc.org.uk](mailto:bjh@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**

Full time 37.5 hours per week. From 08:00 to 16:00, Monday to Friday, with a 30 minute unpaid meal break (term time only). Part time and job share arrangements will be considered. Additional hours (for which payment or time off in lieu will be made) will be required for the delivery of co-curricular activities; school events (including some weekend days); open evenings; parents' evenings; etc, and covering other staff in the department in cases of absence or to attend professional training throughout the year.



**PARKING**

Free Car parking is available on site.



**LEAVE ENTITLEMENT**

School holidays in accordance with the published School calendar. Paid leave for 6.6 weeks per annum (including public holidays).



**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 RBC Group Personal Pension Scheme (employee contribution of 5% of salary and employer contribution is 8% of salary).



**CAR SCHEME**

Leased cars scheme offered by salary sacrifice affording large savings.



**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.

**DISCOUNTS**



Reduction in RBC 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.

## 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/](http://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.

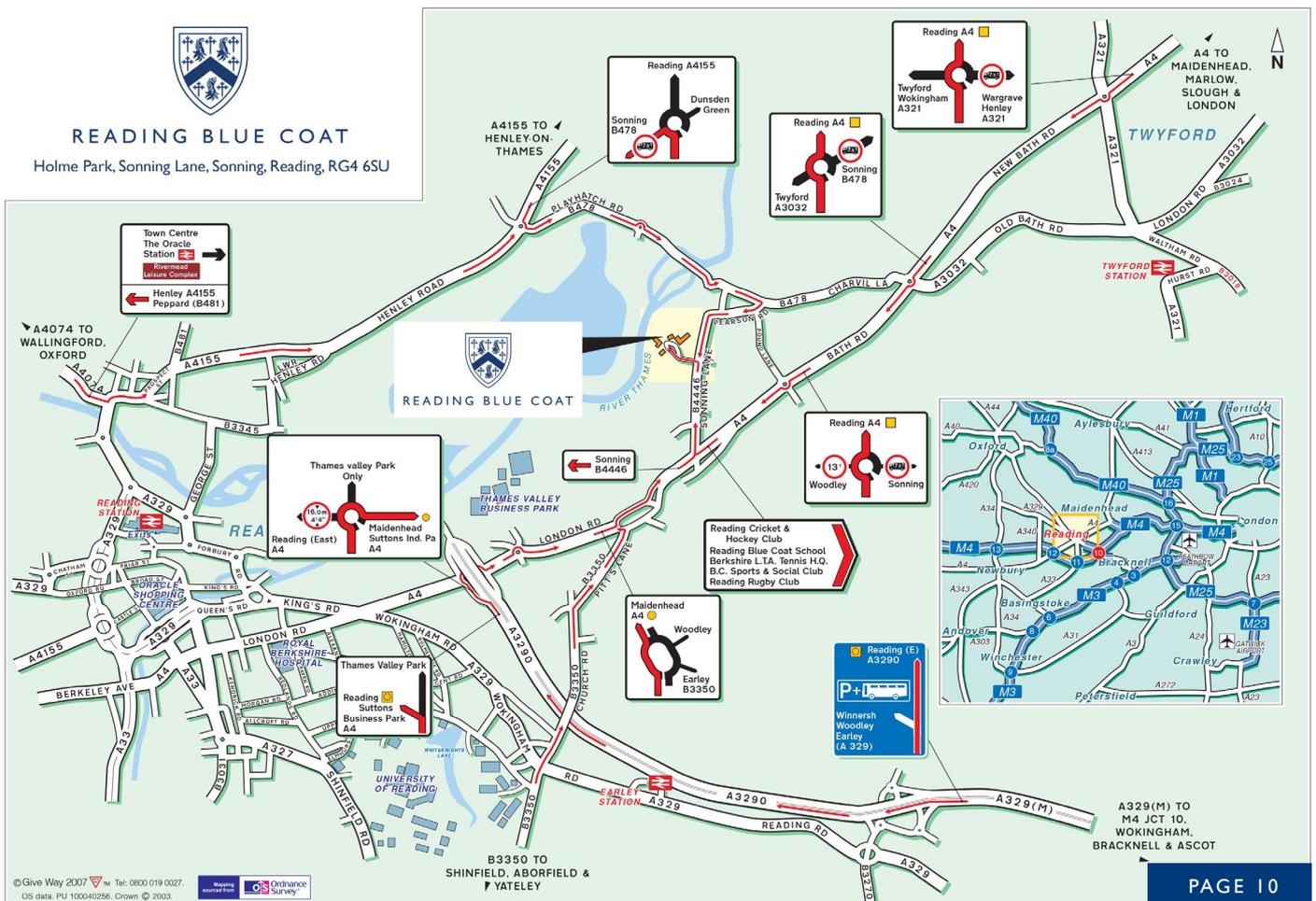
### BY TRAIN

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](http://rbcs.org.uk)