



READING BLUE COAT

A Co-Educational Independent Day School for Students aged 11-18

HEAD OF PROPERTY

Full-time

Founded in 1646, Reading Blue Coat is a leading independent day school of circa 800 pupils from ages 11 to 18. From September 2023, the School will welcome a co-educational intake into Year 7 with the intention of being a fully co-educational independent day school from September 2027 onwards. The School will continue to be co-educational between the ages of 16 and 18.

The School is located on a beautiful 46-acre campus in the village of Sonning, just outside Reading.

The School employs more than 180 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.

We are seeking a Head of Property. In this role, you will work closely with the Bursar and the Governors to plan and deliver capital projects at the School, from smaller in-house projects to large projects with external professional advisors and contractors to support delivery. You will play a very significant role in the design and building of a number of exciting new projects that are being planned at the School. In addition, the role has overall responsibility for planned and reactive maintenance and will line manage the Maintenance Manager who, with his team, has direct responsibility for day-to-day maintenance as well as supporting on projects delivered 'in-house'. The role will also ensure that the Maintenance team support general activities at the School where required and appropriate (set up for events etc).

The ideal candidate will have substantial experience of managing projects from conception to completion; proven experience managing capital projects from small (delivered in house) to large (delivered by external contractors); proven leadership and management skills; a good knowledge of commonly used standard building contracts; be proactive and self-motivated and able to manage own workload and that of others.

This is a full-time role working 40 hours per week from 08:00 to 16:30 Monday to Friday.

Reading Blue Coat offers an exceptional working environment and an attractive rewards package, including excellent benefits such as a pension scheme with 8% employer contribution; free meals; extensive staff discounts; tax saving cycle to work and car leasing schemes; free sports and leisure facilities; Employee Assistance Programme; and a strong commitment to professional development.

Further details and an application form can be downloaded from our website: www.rbc.org.uk/vacancies or contact the HR department, Tel: 0118 933 5813 email: recruitment@rbc.org.uk

Closing date for applications: 09:00 on Wednesday 31 January 2024

Applications must be submitted to the email address above by application form (which can be found on our website) 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