



READING BLUE COAT  
VACANCY INFORMATION PACK  
CLEANERS (PART TIME)



**Closing date for applications: 09:00 on Monday 14 October 2024**

Applications are reviewed and shortlisted on a rolling basis and we reserve the right to interview, appoint and close adverts early due to the volume of applications we receive.

We therefore encourage you to apply at the earliest opportunity to avoid disappointment as once we have closed a vacancy you will be unable to submit your application form.

Applications should be submitted by 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).

Contact for questions about the application process should be addressed to Mrs Inga Gregory, Head of HR, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU. Email [rig@rbc.org.uk](mailto:rig@rbc.org.uk)



## READING BLUE COAT

### **INTRODUCTION**

Reading Blue Coat School is a leading independent day school for students from ages 11 to 18. As at September 2023, the School has circa 800 students and has welcomed our first 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 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 students to develop their full potential. The School aims to provide a stimulating and friendly atmosphere in which each student can realise his or her full intellectual, physical, and creative potential. Students 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 co-curricular activities that combine to meet these objectives.

The School employs more than 200 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 students 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 students 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 students 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. In Year 11, all students 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 students take a GCSE in Religious Studies (full course) in Year 10.

In the Sixth Form students 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



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visiting speakers. Reading Blue Coat always seeks to stretch and challenge students and the School's Learning Support Department ensures that students with specific learning needs are supported effectively. The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment.

2023 academic results were impressive; the results were amongst Blue Coat's best with 74.4% achieving A\* - B at A level, and at GCSE 78.1% gaining Grades 9 to 7.

The majority of Year 13 leavers proceed to degree courses at universities of which approximately 78% go to the Russell Group Plus universities. Each year over 75% 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. In September 2021, we increased our houses from four to six: Aldworth, Hall, Malthus, Rich, Norwood and West.

All students 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 students to take part in activities that foster the development of these ideals through a variety of opportunities that include dance, drama, music, public speaking and sport.

### **DRAMA, MUSIC & THE ARTS**

Reading Blue Coat has a reputation for drama and musical performances of the highest quality, with an extensive programme of performances throughout the year. Students' endeavours in the arts are highly successful and widely acclaimed, including internationally. Music is at the heart of the School, all students are auditioned for the choir and many learn a musical instrument. The School Musical or Play is one of the highlights of the cultural calendar and there are further opportunities to perform on stage throughout the academic year. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, and exhibitions that take place throughout the year.

### **SPORT**

The School has a strong reputation for the high quality of its sporting teams. Sport plays a key role in developing every student's potential whilst embodying the principles of Respect, Belief, Commitment and Sportsmanship (team RBCS). Sports are coached to a very high level while providing for, and encouraging those, for whom participation rather than excellence is important.

The core sports are athletics, cricket, football, netball, hockey, rowing, and rugby. The School competes with great success at local, regional, and even national level. We have recent national competition winners in rowing and cross country running, and cricketers, netballers and rugby players who have been selected to international age group teams and gone on to play



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professionally. Other sports on offer include cross country, golf, tennis, swimming, and touch rugby.

### **ACTIVITIES**

The activities programme is designed to enable students to develop practical and social skills such as communication, leadership, and teamwork. Reading Blue Coat offers a number of exciting options from which students can choose for their weekly activities session, including Adventure Education, Combined Cadet Force (Army, Navy, RAF), Duke of Edinburgh Award Scheme, Model United Nations and Enterprise Champions.

### **COMMUNITY**

Reading Blue Coat students 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. One example is the Primary Schools Placement programme which gives students the opportunity to assist with tuition in English, Maths and Modern Foreign Languages in local primary schools. We also have our own community garden which produces fresh produce for a local foodbank charity and our students have recently begun a project to convert a horse trailer into a community café.

Internationally the School has a strong relationship with the charity Brass for Africa and our students 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 students 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 Stiletto's Schools Review Guide**

<https://berkshire.muddystiletto.co.uk/kids-2/school-reviews-kids-fashion-2/reading-blue-coats-sonning/>





## READING BLUE COAT

### HOUSEKEEPING DEPARTMENT

The Housekeeping team is managed by the School's Domestic Operations Manager and consists of 14 staff; 4 full time including a full time Supervisor and evening Lead Cleaner; 10 part time staff who work 4 hour shifts from 05:00 to 09:00 or 16:00 to 20:00. The Housekeeping team 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.

The School is undergoing a period a significant development with a planning permission for a new Performing Arts Centre and improved facilities for students and staff to be constructed over the coming 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.

For an informal telephone conversation about the role, contact Amanda Austin, Domestic Operations Manager, on 0118 944 1005 or email [AAU@rbc.org.uk](mailto:AAU@rbc.org.uk)



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### ROLE DESCRIPTION

#### JOB DESCRIPTION

#### **CLEANER (PART TIME)**

Line Manager: Domestic Operations Manager

Department: Housekeeping

#### **Description of the Post:**

To ensure that designated areas of the School are cleaned efficiently and promptly according to the standards laid down by Reading Blue Coat School.

#### **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 training as necessary to complete your job tasks effectively.
3. To comply with all health & safety regulations for cleaning materials, equipment and buildings and PPE as laid down by the School.
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 attend meetings and training courses as may be necessary from time to time.
10. To provide cover for colleagues as required.
11. To communicate effectively with colleagues at all times.
12. To perform any reasonable task as requested by management or the Housekeeping Supervisor.
13. To comply with all School policies and operating procedures and regulations.

#### **Additional Duties**

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



## READING BLUE COAT

### PERSON SPECIFICATION

#### CLEANER (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**

#### Skills and Attributes

- Enthusiastic, adaptable and energetic **E**
- Able to meet the physical requirements of the role **E**
- Good level of 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**
- Trustworthy and reliable **E**
- A willingness to be adaptable and to work weekends and unsociable hours as required **E**
- Able to operate a range of cleaning equipment (training will be given) **D**
- 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



## READING BLUE COAT

### **SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS**

- **Contract Status:** Permanent part-time, all year round contract commencing as soon as possible. The first 6 months of service is served as a probationary period.
- **Salary:** Salary will be in the range of £12,438.00 per annum pro rata (FTE £24,876.00). 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.
- **Place of Work:** Reading Blue Coat School, Sonning on Thames, Berkshire.
- **Working hours:** Part-time, from 05:00 to 09:00 or 16:00 to 20:00, Monday to Friday (20 hours per week), all year round. Additional hours will be required for the delivery of co-curricular activities; school events; open evenings; parents' evenings; etc.
- **Leave entitlement:** 25 days' paid annual leave plus 8 public holidays and some additional discretionary days over the Christmas closedown period. Holiday year runs from 1 September to 31 August annually
- **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.
- **Car scheme:** Leased cars scheme offered by salary sacrifice affording large savings.
- **Discounts:** Reduction in RBCS school fees for employees' children school fees offered after 6 months service:  
50% reduction for all full time staff, pro-rated for part time staff. Fees (from 1 January 2025) are £7,980 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.
- **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.

For an informal telephone conversation about the role, contact Amanda Austin, Domestic Operations Manager, on 0118 944 1005 or email [AAU@rbc.org.uk](mailto:AAU@rbc.org.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. [www.rbc.org.uk](http://www.rbc.org.uk)*