



READING BLUE COAT

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

EVENTS ADMINISTRATOR & RECEPTIONIST (Part-time, term-time only)

Founded in 1646, Reading Blue Coat is a leading independent day school of circa 800 pupils from ages 11 to 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 looking for an enthusiastic, approachable and well-organised team player in this dual role to provide administrative support to the Domestic Operations & Events Manager and Director of External Relations for school events and cover on main Reception respectively.

The ideal candidate will have strong administration experience, an understanding of internal and external customer service and excellent time management skills.

This is a part-time, term time only role working a total of 27.5 hours per week, between the hours of 08:00 and 13:30, Monday to Friday, split across both roles.

Reading Blue Coat offers an exceptional working environment and an attractive rewards package, including excellent benefits such as a pension scheme; 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: 09:00 on Wednesday 29 January 2025

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