



READING BLUE COAT SCHOOL

JOB PROFILE INFORMATION PACK

MAINTENANCE MANAGER



Closing date for applications: 30 November 2016

Interviews are likely to take place on Tuesday 6th or Wednesday 7th December 2016.

Applications must be made on a School Support Staff Application Form, which can be downloaded from our website "Vacancies" page www.rbc.org.uk/vacancies/

This should be submitted, together with your CV and letter of application, by email to recruitment@rbc.org.uk. You will be required to sign and date this form in person if invited to attend an interview.

Contact for questions about the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU.

T: 0118 944 1005 F: 0118 944 2690 E: reception@rbc.org.uk www.rbc.org.uk

Headmaster M J Windsor, BA, MA Reading Blue Coat School, Holme Park, Sonning Lane, Sonning on Thames, RG4 6SU



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BACKGROUND

Reading Blue Coat School (RBCS) is a leading independent day school for 480 boys aged 11 – 16 and a co-educational sixth form of 270 pupils. The School was founded in 1646 by Richard Aldworth, a merchant 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 46 acre 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 consideration within the community. 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 School employs in excess of 160 salaried staff, of whom about 50% are academic staff.

The School has recently been listed by the Telegraph and the Good Schools Guide as one of the Ten Best Value Private Schools in the UK.

FACILITIES

Reading Blue Coat School is located four miles from the centre of Reading in the Thames-side village of Sonning. Set in 46 acres of grounds and woodlands for pupils to enjoy, the facilities are excellent and the School continues to invest in the site.

Key developments over the past five years include;

- the Richard Aldworth Building, a 25-classroom block that provides first-class teaching facilities for a number of major departments including English, Mathematics, Modern Languages, Classics, Geography, Art and a common room for Middle School pupils with views over the sports pitches;
- the Sixth Form Centre;
- a Psychology and Geology Centre;
- a riverside boathouse;
- an IT Centre;
- a Design & Technology Centre;
- a Drama Studio;
- and various other amenities have been completed.

The new buildings add to an already impressive list of facilities including the Sports Complex, the Science Centre, Reception and the Messer Building.

The Governors have further ambitions for the School and we have planning permission for the next phase in our development which will include:

- a new Grounds, Maintenance and Activities Centre;
- a new Performing Arts Centre.



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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 and French in Year 7, 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 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, Government and Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), visiting speakers and the School's own PLUS course, which covers giving a presentation, writing an extended essay as well as careers, personal statements and finance. Reading Blue Coat School always seeks to stretch and challenge pupils and the School's Learning Support Department ensure 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. 2016 academic results were impressive; the A Level results were amongst Blue Coat's best with 79.4% achieving A*-B and at GCSE 68.5% gaining A*-A.

Virtually all Year 13 leavers proceed to degree courses at universities of which approximately 70% go to the Russell Group of universities. Each year, four or five students attain places at Oxbridge. In 2016 just under 90% of students achieved places at their preferred university.

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 four houses: Aldworth, Hall, Malthus and Rich. All pupils are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and the development of their character and intellectual curiosity. The School prides itself on mutual respect, tolerance and courtesy and all activities seek to strengthen these values. The house system enables pupils to take part in activities that foster the development of these ideals through 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 – physical fitness and skill, teamwork and learning how to win and how to lose. 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 rowing, rugby, netball, football, cricket, tennis and athletics. Other sports include golf, squash, cross country, climbing, weight training, touch rugby, shooting and archery.



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DRAMA, MUSIC AND THE ARTS

Reading Blue Coat School 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 Reading Blue Coat 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 Summer time" – an outdoor festival of the arts, and other eclectic events that take place across 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 School 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, 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. Today the School has strong links with the wider community and pupils have many opportunities to engage with the world beyond the School gates. The Sports Leaders programme is particularly popular, as it prepares Sixth Formers to go out into primary schools in Sonning, Caversham and Maidenhead to coach a number of 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 and A Level Philosophy pupils have delivered an introduction to Philosophy in a nearby school. Through the Community Service programme, pupils also help out in residential care homes and assist in local charity shops, while an environmental group undertakes projects in and around Sonning. Further afield, the School has a burgeoning partnership with a school in Ghana.

Further information is available on the School's website at www.rbc.org.uk.



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THE MAINTENANCE DEPARTMENT

The Maintenance Manager is responsible to the Bursar for planned maintenance; for reactive maintenance; for project work and for generally supporting school activities.

The School comprises of:

- 750 pupils and 180 staff (including contractors)
- A 46 acre riverside campus
- Approximately 500,000 sq. ft. of floor space in 30 or so buildings
- The infrastructure and plant associated with the above.
- Turnover is approximately eleven million pounds per annum.

The current Maintenance Manager retires in March 2017 after seven very successful years with the School. He has a team of 4 direct reports:

1. A Health & Safety Technician, who ensures that the School complies with all health and safety compliance issues.
2. 3 skilled maintenance Craftsmen, who carry out day to day operational maintenance tasks throughout the campus.

The Maintenance Manager has an annual budget of £250,000, although this excludes expenditure on improvements; significant repairs; and major capital expenditure.

This budget includes provision for work carried out by contractors during school holidays and term time involving decoration; plumbing and electrical works.

It is envisaged that in 2017 the new Maintenance Manager will play a very significant role in the building of the new Grounds, Maintenance and Activities Centre (GMAC). This will cost c. £1.7m. The tender process is expected to start early in 2017.

Upon appointment other projects which will form initial priorities will be:

1. Sixth Form Learning Resource Centre, a refurbishment.
2. The Coach House (former Design & Technology workshops), a refurbishment.
3. Provision of services for the GMAC, which will be managed internally.
4. The Grounds, Maintenance and Activities Centre (GMAC), a new build.



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JOB DESCRIPTION

MAINTENANCE MANAGER

Line Manager: Bursar

Department: Maintenance

Main Purpose of the job:

The Maintenance Manager will coordinate the work of the maintenance team and ensure that the maintenance, repair and standard of presentation of the School, its buildings and plant is of a very high standard.

Due to the size of the department, the Maintenance Manager is expected to be hands on, carrying out some maintenance tasks themselves.

He/she will direct and manage both the in-house team and external contractors.

Main Duties and Responsibilities:

General

- Support the Bursar in the operation, repair, maintenance, administration and management of the school.
- Assist the Bursar with the successful completion of projects.
- Manage the annual maintenance budget and any additional budgets delegated by the Bursar.
- Monitor and review the performance of external contractors. Tender work as required and maintain the School's list of Contractors.
- Manage the School's maintenance staff including annual appraisals, performance management and training requirements with advice and assistance from the Bursar and HR.
- Provide professional advice to the Bursar on the upkeep and regeneration of the School's premises.
- Purchase and store adequate materials and equipment to fulfil these functions.
- Serve on duty for some School events including the following:
 - Speech Day and Prize Giving, currently midweek in June.
 - Two Saturday Open Mornings.
 - A Sixth Form Midweek Open Evening.
 - An Annual Ball on a Saturday
 - A Fireworks display on a Thursday evening
 - Other events that may be organised from time to time.
- Oversee the running and maintenance of the swimming pool.
- Prepare an annual budget.



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- Cost projects for the Bursar.
- Obtain and assess quotations.
- Prepare statistical information and reports.
- Ensure meter readings are taken.
- Consult and liaise internally with department heads.
- Liaise externally with architects, contractors, surveyors, engineers and agencies when required.
- Review contracts and advise the Bursar on contracts and specifications.
- Achieve economies but not at the expense of quality or specification.
- Run and take part in the 24-hour on call duty roster. Currently this is a one in three rotation.

Health & Safety

- Ensure compliance with Health and Safety legislation by the Maintenance department.
- Assist the Health & Safety Technician to ensure compliance across the site.
- Ensure the Maintenance Team and any on-site contractors operate within the relevant Health and Safety requirements.
- Act as one of the School's Fire Officers, investigating the 'first knock' on the alarm system and reacting appropriately as detailed in the school's fire prevention measures.
- Represent Maintenance on the School's Health & Safety Committee.
- Design, implement and direct training and safety programmes.

Project Work

- Support the Bursar in planning and managing projects carried out by external contractors or internal staff, (often these are carried out during the School holiday periods).
- Assist with the major capital projects by responding to design team questions/information and day to day liaising with onsite contractors on services and access.
- Direct renovation, refurbishment and improvements of School buildings.

Planned Maintenance

- Maintain and implement the Planned Preventative Maintenance (PPM) programme for the site.
- Maintain all plant and equipment related to the estate and grounds, ensuring all appropriate checks, tests and servicing are carried out including the following:
 - Boilers
 - Water systems
 - Lifts
 - Air conditioning
 - HVAC
 - Electronic gates
 - Fire safety
 - Gas appliances
 - Electrical
 - Swimming pool



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- Fume cabinets
- Class change bell
- Catering equipment
- With the Assistant Bursar, to be responsible for services and utilities and their budget. Particularly by ensuring that energy and water consumption is carefully monitored and minimised.
- Oversee climate control operations to ensure comfort and cost saving using the BMS where present.
- Co-ordinate and manage the upkeep of the School premises. Particularly to plan, manage and budget for the following expenditure:
 - Roof Repairs
 - Flooring
 - Plumbing
 - Electrical
 - Brickwork
 - Roads & Pavements
 - Painting/Decorating
 - Carpentry
 - Swimming Pool
 - Equipment/Tools
 - Contracts
 - Chemicals
 - Glass
 - PPM Programme
 - Window Replacement Programme
 - Energy Efficiency Program
 - Lighting Works (Bulbs/tubes)
 - Heating Controls
 - Insulation
 - Boiler Replacement Program
 - Roof Replacement Programme
- To ensure that the School meets the Regulatory Requirements for the Inspection of Schools, (Number 5.5), namely to ensure the following provision across the site meets the necessary standard:
 - Water supply
 - Drainage
 - Load bearing structures
 - Prevent penetration by snow, wind and moisture.
 - Sound insulation and acoustics
 - Lighting, heating and ventilation
 - Adequate decoration
 - There is appropriate flooring



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- And with others to ensure that the school has adequate:
 - a. Security arrangements
 - b. The premises are safe for non-educational users
 - c. Emergency evacuation is possible
 - d. The catering premises meet the requirements of the Environmental Health Authority.
 - e. Classrooms are appropriate to allow effective teaching, and all areas of the school do not compromise health or safety.
 - f. There are sufficient washrooms for staff and pupils
 - g. There are appropriate facilities for pupils who are ill
 - h. There are adequate facilities for hygienic preparation, serving and consumption of food
 - i. The School is maintained in a tidy, clean and hygienic state
 - j. The furniture and fittings are appropriately designed for the age of pupils
 - k. There are appropriate arrangements for providing outside space for pupils to play safely.

Reactive Maintenance

- Plan to ensure that the School's operations are not unreasonably disrupted by maintenance issues.
- Ensure arrangements are in place to enable emergency repairs to heating, electricity and water supplies as well as security and fire safety systems throughout the year.
- Trouble shooting the breakdown of plant and equipment.
- Direct repair of plant and equipment so that it does not disrupt the operation of the school and where it does to minimise the effect of this.
- Managing a system for reporting work requests and ensuring that requests/repairs are prioritised and completed.
- Purchase and store adequate spares.

Additional duties

- Perform any other reasonable task required within the limits of capability.
- The post holder is responsible for promoting and safeguarding the welfare of pupils at the school.
- The post holder is responsible for using technical and operational knowledge to ensure a safe environment.

Please note that this Job Description is not exhaustive and the employee may be expected to undertake additional duties if required.



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PERSON SPECIFICATION

MAINTENANCE MANAGER

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:

Essential

- As the Maintenance Manager has responsibility for the School outside normal working hours, he/she must live reasonably close to the school, probably within 10 miles or a maximum of 20 minutes driving time.
- Considerable experience in the construction trade, maintenance, or the building industry is required.
- Management or Supervisory experience which must have included the supervision of tradesmen and the management of projects and contracts.
- Multi-disciplined, possibly with a bias in mechanical and/or electrical background. Minimum City & Guilds or NVQ engineering qualification.
- Highly practical and knowledgeable in maintenance of buildings.
- Experience of liaising with external contractors and service providers.
- Good verbal and written communication skills.
- Competent in managing budgets.
- Sound knowledge and understanding of Health and Safety requirements.
- Good IT skills – Outlook, MS Word & Excel. Has used a building management system.
- Ability to prioritise work and job requests and the ability to say no when appropriate.
- Ability to set and work to targets and deadlines.
- Excellent reliability.
- Attention to detail.
- The ability to manage in a busy environment.
- A high level of resilience.

Desirable

- Experience in survey or project management.
- Hold a pool plant operators certificate or be willing to undertake this qualification.
- NEBOSH or other equivalent Health and Safety qualification
- Experience of working in the education sector



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SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

- Contract Status: Permanent contract. Commencing on 13th February 2017, or as soon as possible thereafter.
- Salary: c. £42,000 dependent upon experience, qualifications and Training.
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.
- Overtime: The incumbent will be expected to take time off in lieu.
- Place of Work: Reading Blue Coat School, Sonning on Thames, Berkshire.
- Working hours: 40 hours per week. From 08:00 to 16:30, Monday to Friday, with 30 minute unpaid meal break.
- Leave entitlement: A holiday entitlement of 6.6 weeks (i.e. 25 + 8 = 33 days) per annum (pro rata to contracted period of service in year of commencement/leaving), and inclusive of the 8 public and bank holidays. Holiday year runs from 1 April to 31 March annually.
- Pension: A contributory employer's pension scheme is available (5% employee contribution; 8% employer contribution)
- Meals: Lunch and refreshment are provided free by the School.
- Parking: Free Car parking is available on site
- Discounts: After 6 months service a reduction in RBCS school fees for employees children is granted:
 - 50% reduction for all full time staff, pro-rated for part time staff
 - Fees (from 1 September 2016) are currently £5,220 per term
- Sports facilities: Membership of the School Sports Centre with access to fully equipped gym and swimming pool

Full details and terms and conditions of employment will be issued if an offer of employment is made.



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POLICY STATEMENT

CHILD PROTECTION

- Reading Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people.
- The successful candidate will be required to undertake the Disclosure & Barring Service (DBS) enhanced criminal records clearance process.

Interview

- The selection process will test and assess the above issues. As required by regulation, the interview will be based on;
 - 'competency questioning',
 - and where appropriate will address: the candidate's attitude towards children and young people;
 - his/her ability to support the School's agenda for safeguarding and promoting the welfare of children;
 - gaps in his/her employment history;
 - Concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- In addition to the candidates' ability to perform the duties of the post, the interview will also explore related issues including:
 - motivation to work with children and young people;
 - ability to form and maintain appropriate relationships and personal boundaries with children and young people;
 - emotional resilience in working with challenging behaviours;
 - Attitudes to use of authority and maintaining discipline.

Recruitment, selection and disclosure policy and procedure

- Candidates are advised to read the School's policy on recruitment, selection and disclosure before submitting an application for employment. This can be downloaded on the School website, "Vacancies" page.