



READING BLUE COAT SCHOOL

VACANCY PROFILE INFORMATION PACK

HR ADVISOR



Closing date for applications: 19 January 2018

Interviews will be held during the week of 29 January 2018.

Applications may be submitted by CV or School Support Staff Application Form, which can be downloaded from our website "Vacancies" page www.rbc.org.uk/vacancies/

This should be submitted with your letter of application, by email to recruitment@rbc.org.uk. You will be required to complete an Application Form 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.



READING BLUE COAT SCHOOL

BACKGROUND

Reading Blue Coat School (RBCS) is a leading independent day school with 760 pupils. Boys aged 11 – 18 and girls aged 16 – 18. 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 Thames side village of Sonning, four miles east of Reading, 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.

FACILITIES

The School enjoys excellent facilities and 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.

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 10. Geology is also a thriving subject, with a new Geology and Psychology Centre supporting the increased levels of interest.



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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 UP (university preparation) programme. 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. 2017 academic results were impressive; the A Level results were Blue Coat's best ever with 82.7% achieving A*-B and at GCSE the School has achieved 90% A*- B five years running.

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 2017 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 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.

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.



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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, 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 our founder, Richard Aldworth. 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. Further afield, the School has an established partnership with a school in Ghana.

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

Contact for questions about careers at the School and 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 or by email to recruitment@rbc.org.uk



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DEPARTMENT DESCRIPTION

THE HUMAN RESOURCES DEPARTMENT

The Human Resources function comprises of a full time HR Manager and full time HR Advisor who provide a generalist HR service to the whole school, both academic and support staff, on a year round basis.

The School employs over 160 salaried staff, supplemented by peripatetic workers, sessional sports coaches, casual workers, volunteers, work experience students and trainees, all of whom are supported by the HR department.

We work closely in support of the Senior Leadership Team of the School in providing the full range of HR services including recruitment and selection; people development; performance management; reward management and administration; employee relations; employment policies and procedures; organisation development; personnel records and administration.

We are also responsible for safeguarding administration and compliance, under the direction of the School Designated Safeguarding Lead.

We aim to promote and pursue best practice in all areas of HR management.

The School has recognised the need to provide additional dedicated HR resources. This is a new role replacing that of a part time HR Assistant post.

For an informal telephone conversation about the role, contact Mr Ian King, HR Manager, on 0118 933 5813 or email ijk@rbc.org.uk



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JOB DESCRIPTION

Job Title:	HR ADVISOR
Line Manager:	HR Manager
Department:	Human Resources

Main Purpose of the job:

The main purpose of the Human Resources Advisor will be to undertake the full range of HR generalist activities in support of the HR Manager. S/he will deliver a first class people service that meets the School's objectives, working in partnership with department line managers. The post holder will be the first point of contact for staff and senior managers looking for employee relations advice, will work on a variety of HR projects, as well as helping to ensure that the School meets all its regulatory, legislative and statutory requirements through effective HR administration and process implementation.

The team consists of the HR Manager and HR Advisor. The HR Advisor will also work closely with the Bursar and Headmaster, as well as members of the Bursary, particularly in relation to the administration of staff pay and benefits.

Resources:

Will operate the "SIMS" software system for the administration of personnel and training records, and "E-days" absence management database.

Main Responsibilities:

Will include, but will not be limited to:

HR Administration

1. Providing HR generalist and administrative support to the HR Manager, Headmaster, the Bursar and line managers, promoting best practice in all areas of HR.
2. Maintain and update the Staff Directory (Handbook).
3. Maintain and update HR Policies and Procedures.
4. Draft employment offers and contracts as directed by the HR Manager.
5. Maintain the HR Folders on the School shared network.
6. Maintain the HR section of the School Intranet.
7. Create and maintain personnel files and personnel data.
8. Maintain and update HR records on SIMs; including training records; absence data; etc.
9. Maintain and update staff attendance records on "E-days" absence management system; produce reports; analyse data and advise line managers on appropriate actions.
10. In consultation with the HR Manager and the Bursar manage the development and implementation of HR systems.



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11. Prepare amendments to employment contracts as directed by the HR Manager, to be signed by the employee and Headmaster/Bursar.
12. Co-ordinate the starters and leavers process.
13. Organise leaving gifts and staff recognition awards as required.
14. In liaison with the Finance team, co-ordinate the administration of employee benefits when required.
15. Liaise with the Payroll Officer with regard to payroll issues and ensure that relevant changes to staff pay, and new starter information, are communicated from HR to the Payroll Officer in a timely manner.
16. Filing information and documents and maintaining personnel files.
17. Undertake further administrative tasks as directed by the HR Manager, Headmaster or Bursar.
18. Support the School's other administrative staff as may be required from time to time to ensure the smooth administrative functioning of the School.

Recruitment and selection

19. Prepare Job Descriptions and Person Specifications.
20. As directed by the HR Manager, prepare, compose and place advertisements in selected media, including the School's website, working closely with our retained recruitment advertising agency and the School Marketing department.
21. Prepare Application Packs including Job Descriptions, Person Specifications, Application Forms, Child Protection literature and other necessary supporting information for the recruitment purposes.
22. Manage responses to all applications and employment enquiries and update the candidate database.
23. Arrange and Co-ordinate interviews and draw up interview schedules.
24. Interview for support staff roles when needed.
25. Request and verify references, prior to interviews if applicable, if not prior to appointment.
26. Prepare letters of appointment to be signed by the Headmaster or Bursar.
27. Prepare employment contracts to be signed by the employee and Headmaster/Bursar.
28. Manage the on boarding process, including organising induction programmes for new employees.
29. Monitor and keep abreast of safer recruitment practices.

Safeguarding procedures

30. Carry out Enhanced DBS checks using the online disclosures application system.
31. Carry out Prohibition from Management and Prohibition Orders checks.
32. Complete all other relevant safeguarding checks (as listed in the Single Central Register of Staff) before new staff commence employment, including relevant checks for Supply (Agency) workers and volunteers.
33. Support the HR Manager to maintain the Single Central Register of Staff and record the above checks for authorisation by the Bursar.



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Performance Management

34. To assist with the implementation and co-ordination of the School's performance management arrangements for all non-academic staff.
35. To provide guidance to line managers in conducting performance management reviews, objective setting and providing actionable feedback.

Employee Development

36. Book and arrange staff training courses and events and monitor training expenditure against budget.
37. Support the HR Manager and work closely with line managers in identifying staff training needs; advising on cost effective solutions to meet those needs within the parameters of the annual training budget.

Employee Relations

38. To be the first point of contact for staff and senior managers on employment and employee relations advice.
39. In support of the HR Manager, provide best practice advice to managers on all employment matters, and work with them to resolve employee issues in a timely and constructive manner.
40. Support the HR Manager to advise the Headmaster and Bursar on the handling of grievance/disciplinary matters, and all related documentation.
41. Ensure that the School's disciplinary, capability and grievance processes are followed as required and are applied consistently and effectively.
42. Attend disciplinary hearings to advise on process and take notes of the meetings.
43. Conduct the Occupational Health referrals process.
44. Liaise with external organisations including HR Consultants, the School's legal advisors, and employee representatives with regard to employment law and employee relations matters.
45. To maintain an up to date working knowledge of the latest HR issues and changes in Employment Law.

Additional Duties:

46. The post holder is responsible for promoting and safeguarding the welfare of pupils at the school.
47. 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

HR ASSISTANT

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

- Previous experience of working in a professional HR role. E
- Previous experience of recruitment and selection processes. E
- Sound knowledge of employment law and its application in the workplace. E
- Experience of working with MS Office tools and creating reports from data. E
- High level of IT literacy and previous experience of working with HR software systems. D
- Experience of working in an education setting. D

Skills and Attributes

- Pragmatic, flexible and customer focussed. E
- Excellent organisational and administrative skills. E
- Confident in providing HR advice to a wide range of staff. E
- Good interpersonal skills. E
- Able to communicate effectively with colleagues and external personnel, both verbally and in writing. E
- The confidence and ability to work independently. E
- Able to multi-task and work under pressure of time deadlines. E
- Ability to remain calm, patient and polite. E
- The ability to think ahead and draw up schedules and plans and follow-up as necessary. E
- High personal work standards. E
- Sensitive to the needs of others. Cares about others. E
- Willingness to confront problems. Presents solutions. E
- A good sense of humour! E
- Displays commitment to the protection and safeguarding of children and young people. E
- A professional and approachable manner. E
- Demonstrates tact and discretion. E
- Commitment to continuous professional development. E



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Qualifications

Relevant CIPD (or similar) qualifications, or working towards them.

E

Education to at least A level standard (or equivalent).

E

Requirement

E - Essential

D - Desirable



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SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

- Contract Status: Permanent contract. To start as soon as possible.
- Salary: Range £25,000 to £28,000 dependent upon experience and qualifications.

Annual Salary is paid monthly 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: 37.5 hours per week. From 08:30 to 16:30, Monday to Friday, with 30 minute unpaid meal break.
- Leave entitlement: Your holiday entitlement is 6.6 weeks (i.e. 33 days) per annum (pro rata to contracted period of service in year of commencement/leaving), and inclusive of 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 refreshments are provided free by the School.
- Parking: Free Car parking is available on site.
- Child Care: Tax free Child Care vouchers are offered by salary sacrifice to assist with child care costs.
- Cycle Scheme: Tax free Cycle to Work Scheme is offered by salary sacrifice.
- Discounts: Reduction in RBCS 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 2017) are currently £5,373 per term
- Sports facilities: Free 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.