

**Interim
Development
Manager
(Fixed Term)**

**JOB
INFORMATION**



RGS
NEWCASTLE



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Interim Development Manager (Fixed Term)

Newcastle upon Tyne Royal Grammar School

Required as soon as possible until end August 2026 (with the possibility of further extension)



The External Relations Team at RGS is responsible for supporting the school to communicate with, engage and motivate a broad range of stakeholders. This includes:

- Leading the school's marketing activities, to inspire prospective parents to consider RGS Newcastle.
- Delivering high quality and engaging communications content, through our website and social media channels, PR coverage, major publications as well as regular communications and events with current parents and internal staff.
- Maintaining contact with our c10,000 alumni of Old Novocastrians, former staff and former parents, through valued and engaging events and publications, and in particular the RGS Archive; and
- Galvanise the whole RGS community to support 'RGS Gives' through a wide range of inspiring fundraising activities appropriate to the variety of motivations of different supporters.



We are seeking an Interim Development Manager to take on this exciting and highly varied role - we can safely say that no two days will be the same! You'll be thanking our donors, building and stewarding your own portfolio of supporters, managing event bookings, and providing valuable support to colleagues across our busy and creative team. Most importantly, you will play a key part in driving forward our ambitious fundraising plans and our *RGS Gives* campaign, helping us to expand:



RGS Bursaries, which enable the brightest young people from across the North East to attend RGS, regardless of their family's background, which have already supported 500 families; and



RGS Partnerships, which work alongside State school partners, and already reach over 14,000 young people across the North East, each year

Job Description: Interim Development Manager

Closing Date: 9.00am Monday 20th April 2026

Contact: Elaine Flynn (Head of Development) e.flynn@rgs.newcastle.sch.uk



THE SCHOOL

In 1525, the Mayor of Newcastle, Thomas Horsley, wrote his will, in which he generously gifted his estate to fund a grammar school. Five centuries later, Horsley's vision lives on in the Royal Grammar School, Newcastle's corridors and classrooms, and his philanthropic spirit drives the RGS's commitment to education.

Few schools can claim a 500-year history. Over the years, the RGS, has continued to flourish as the premier independent school in the North East of England and as one of the country's leading schools - consistently topping the regional table for academic excellence.

Today, RGS is a fully co-educational school with over 1,300 students aged 7-18 (Years 3 to 13). Its academically selective places are highly sought after. The school has more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Its Sixth Form is one of the largest in the independent sector, with more than 340 students.

While RGS prides itself on academic excellence, the school is also known for its emphasis on a holistic education. The school's 'There's More to Life' approach informs its holistic education, which is central to students' success, health and happiness.

RGS is based in the heart of Newcastle, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a modern Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches at Mooracres, an artificial turf pitch for hockey and the former County Cricket Ground.



RGS is a special place, known and respected throughout the whole country as well as the North East. It's a place where aspirations are high, results are outstanding, and opportunities are endless. Our students go on to study highly selective courses at the most sought-after universities but also leave the school realising that life outside the classroom has been equally beneficial.



In 2023, RGS was named 'Independent School of the Year' overall in The Telegraph Group's national awards. Most recently, the school was again named North East Independent Secondary School of the Year for Academic Excellence 2026 by The Sunday Times' Parent Power Schools Guide.

Academically, the school is highly selective. Students are assessed for entry at the key entry points (Y3, Y5, Y7, and a handful at Y9, plus Sixth Form). The biggest entry points are Y3 (60 students), Y7 (c.75 students) and Y12 (c.45 students). Beyond the academics, in Junior School (Y3-6), entry is assessed through activity days, whilst at Y7, students are assessed through online tests and an interaction day. Sixth Form entry is through interview only.

Students sit baseline tests in Y7, Y10, and Y12 – the average GLA CAT score for both the current Y7 and Y12 is 117. We have several students who have the assistance of our dedicated Learning Support Team, which works across Junior and Senior School.



Co-curricular Activities

At RGS, students can choose from over 170 co-curricular activities, ranging from music, drama, and sports to unique options like e-sports and knitting. All students are encouraged to discover what excites and inspires them.

Sport is also a central part of life at RGS, with students actively participating in a variety of activities including hockey, cricket, and basketball, from early morning until late afternoon. RGS views sport as a fundamental vehicle for students to develop lifelong skills, character, resilience – and, above all, a love for daily movement.

While it may seem tricky to balance schoolwork with so many exciting co-curricular and sporting activities, RGS has found that students actively engaged outside the classroom often perform even better academically. Both programs are designed to help students develop essential life skills, from self-awareness to decision-making and self-organisation.



Pastoral Care

We understand that all of our students are unique and different, and we strive to treat them as individuals, aiming to tailor our care to meet their needs.

That is why pastoral care is another critical cornerstone of RGS's holistic approach. Student well-being is embedded throughout school life, from a dedicated Form Teacher and an allocated Tutor to easy access to the school Medical Team and counsellors who work together to help students reach their full potential.



KEY RELATIONSHIPS

The postholder will report to our Head of Development (Elaine Flynn) and will work closely with:

- Development Manager – Editorial (Caroline Briggs)
- Development Manager – Digital, (Helena Strettle-Davis)
- Interim External Affairs Administrator (Vicky Duggan).

Other key relationships will include working alongside the Director of External Relations (Susan Beck) and our Director of Partnerships (John Smith).

The External Relations Team works closely with a range of colleagues across the school. As a small and ambitious team, all individuals have their own responsibilities yet also work collaboratively and support each other's activities at busy times.



MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Head of Development, the Interim Development Manager's responsibilities will include but are not limited to:

- Working alongside the Head of Development to promote the 1525 and 500 Giving Clubs throughout the final months of the Quincentenary celebrations. This will involve close collaboration with our Communications Manager to ensure strong visibility, clear messaging, and a sense of excitement around the Giving Clubs as the window to join approaches its close.
- Manage a portfolio of regular donors and develop a strategic stewardship plan to ensure consistent and meaningful touchpoints with each individual.
- Provide timely and relevant updates to donors within your portfolio, tailoring communication to their personal interests and career paths to maintain or strengthen their engagement with the bursary campaign. Identify opportunities for event attendance or school visits where appropriate.
- Build a strong working relationship with the Head of Bursary Support to develop a clear understanding of the bursary process - from application through to offer - as well as the support students receive throughout their time at the school. Use this insight to craft meaningful and compelling stories when communicating with donors.
- Coordinate the involvement of students, particularly in relation to stewardship telephone calls.
- Support the Development Manager (Editorial) in communicating with alumni and the families of our alumni who have passed away, including sending condolences and requesting obituaries.
- Work with the wider External Relations team and the Events Manager to deliver our summer term events calendar. Support will include creating event collateral, sourcing raffle prizes, liaising with sponsors, and attending events as required (including some outside normal working hours).
- Demonstrate a personal commitment to safeguarding students and colleagues' wellbeing.
- Ensure any safeguarding concerns or incidents are reported appropriately and in line with RGS Safeguarding policies.
- To comply with all safeguarding policies and procedures and the RGS Staff Code.



QUALIFICATIONS/TRAINING/KNOWLEDGE/SKILLS

Previous experience in a similar role is desirable, but not essential. The Development Manager should demonstrate the following qualities:

Essential

- Highly organised, with the flexibility to adapt and the ability to manage your own workload and tasks effectively in a fast-paced environment.
- Excellent IT skills, including proficiency in Microsoft Excel, Word, and Outlook, are essential.
- Excellent verbal and written communication skills.
- Able to work effectively both independently and as part of a team, demonstrating initiative and confidence in decision-making.
- Apply a practical, common-sense approach and demonstrate effective problem-solving skills when handling a wide range of queries and situations.
- Creative thinker who can stimulate new ideas and build on old successes.
- Prepared to take on tasks and instil others with a flexible and 'can-do' attitude.
- Ability to keep calm in difficult situations
- A friendly and personable manner, with the ability to build strong relationships across the school.
- A quick learner with strong attention to detail
- Ability to establish rapport, and respectful and trusting relationships with colleagues and senior staff.
- Ability to maintain a high level of confidentiality when handling personal information and correspondence, always adhering to the school's Data Protection Policy and GDPR requirements.

Desirable

- Previous experience working in an educational environment
- Experience of working with a CRM (RGS uses Blackbaud's Raisers Edge)
- Experience of working in the charity sector



LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Glass House, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

If you like sport then there's certainly no shortage of top-class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are plenty of clubs to get involved with, most famously in Gateshead.

The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded, and very friendly local population and we have most things you could want.

There are excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.





MAIN TERMS AND CONDITIONS

- The role will start as soon as possible and pending completion of the candidate's safeguarding checks.
- The post will report to Elaine Flynn (Head of Development).
- This is a fixed term contract for five months.
- This is a part-time, all year-round role of 30 hours per week. We will discuss the exact working schedule with applicants.
- The successful candidate will also be expected to work on the annual safeguarding training day in September each year, which is compulsory for all staff (date varies each year), in the event that the contract is extended.
- The successful candidate may also be required to work limited special events e.g., RGS Day/RGS Festival and Open Day, with advance notice being given by the school.
- The salary for this post will be in the region of £36k FTE (IRO £28k pro rata for the 30 hours per week) on the RGS Support Staff Salary Scale depending on experience and skills.
- RGS staff salaries are reviewed on 1st August each year.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data protection, use of ICT facilities, Child Protection, Staff Code and Health and Safety, a copy of which will be made available.





WHAT WE OFFER



Working Environment

- A warm, ambitious and supportive staff community, unified by shared values and a passion for helping young people thrive.
- Opportunities to engage in rich co-curricular life of the school including 170 clubs, societies and creative opportunities.



Food & Facilities

- Outstanding facilities across 30 acres, including state-of-the-art art studios, a modern Sixth Form Centre, Performing Arts Centre and extensive sports facilities including a 25m pool.
- Free use of the gym, fitness suite and swimming pool at permitted times.
- Complimentary lunch during term time
- Access to our modern school library and extensive reading materials.



Health & Wellbeing

- Optional healthcare plan, including optical, dental, physio cover and telephone GP access.
- Onsite confidential counselling service.
- Access to the school medical team, including triage advice and free flu vaccinations.



Pension & Financial Benefits

- Support staff pension scheme (APTIS):
 - 6% employee contribution with a 10% employer contribution, or
 - 3% employee contribution with a 5% employer contribution.
 - Salary Exchange available (optional).



Additional Benefits

- Life assurance scheme (Aviva): 5× annual salary.
- Eligibility for the RGS Support Staff Sick Pay Scheme (after a qualifying period).
- Interest-free loan for corporate Metro travel pass (T&Cs apply).
- Bike to Work scheme (T&Cs apply).
- Enhanced maternity pay.



Professional Development

- Opportunity for middle leaders and aspiring middle leaders to participate in a focussed training programme.
- Access to 100+ free online training courses
- Regular safeguarding training
- Ongoing training and development opportunities, including internal/external training
- Free entry to school productions in the Miller Theatre (Performing Arts Centre)
- Easy city-centre access, directly opposite Jesmond Metro station—ideal for commuting.



HOW TO APPLY

Candidates are strongly encouraged to read the Information for Applicants carefully before submitting an application.

If you have any questions about the role, please contact Elaine Flynn (Head of Development) in the first instance. For an informal conversation about the position, please call Elaine Flynn on 0191 281 5711 or via email at e.flynn@rgs.newcastle.sch.uk.

Please visit www.rgs.newcastle.sch.uk/join-us/work-with-us to access our application form and further information.

To apply, please submit the following to jobs@rgs.newcastle.sch.uk by the closing date:

1. A covering letter
2. A fully completed RGS application form

Please note: The RGS application form must be completed in full, even if you also choose to attach a CV.

The closing date for this role is 9.00am Monday 20th April 2026

We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance, so applicants should arrive for interview with a clear idea of what would be involved in moving to the area (if necessary) and working at the RGS.

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on provision of receipts. If your expenses are significantly higher than £100 and an overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact the Head's Secretary, Sandra Ellis S.Ellis@rgs.newcastle.sch.uk in advance of your interview, who will talk you through the policy and advise on eligibility for reimbursement.

Safeguarding and Safer Recruitment

RGS Newcastle is committed to safeguarding children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Keeping Children Safe in Education Safer Recruitment procedures to all candidates including appropriate pre-interview checks on shortlisted candidates and pre-employment checks pending any offer. More information regarding the checks can be found in our Information for Applicants [here](#), and '[Keeping Children Safe in Education](#)' (September 2025)

Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer, and all qualified applicants will receive consideration for employment regardless of neurodivergence, age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.



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We strive to achieve a diverse workforce, fully representative of our pluralistic society and the ethnic make-up of the student population in the UK. People of colour are under-represented on our staff team. We are keen to attract applicants from a diverse pool of candidates and determined to be a fully inclusive employer, and a great workplace for people of Black, Asian, and ethnic minority heritage as well as White heritage.

We encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.

CONTACT DETAILS

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne, NE2 4DX

Tel: 0191 281 5711

General enquiries: communications@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk



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