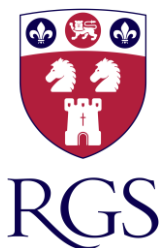




ADMINISTRATOR
JOB
INFORMATION



RGS



ADMINISTRATOR

Fixed Term until 5th July 2024 (possibility of permanent thereafter)

Newcastle upon Tyne Royal Grammar School

To start as soon as possible.



THE POSITION

We are seeking a highly organised, dynamic and versatile individual to join our busy and thriving Sports Department as an Administrator. The ideal candidate will be responsible for coordinating and managing various aspects of sports programs and events providing secretarial and administrative support. This role requires excellent communication skills, a strong attention to detail, and a passion for administration.

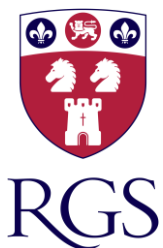
RGS is a vibrant and busy school so you will need to be able to work flexibly and show a good use of initiative. Experience of working in a school is desirable, but not essential.



Job Description: Administrator

Closing Date: 9.00am Monday 15th January 2024

Contact: Director of Sport, Angela Ponton a.ponton@rgs.newcastle.sch.uk



THE SCHOOL

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools, and the Sunday Times' North East Independent School of the Decade 2020. Most recently, RGS was awarded the Sunday Times' 2023 North East's Top Independent Secondary School for Academic Performance. We regularly lead all northern schools in national league tables and pride ourselves on academic excellence, a high level of pastoral support, involvement in a wide range of sports and other co-curricular activities, and our commitment to bursaries and partnerships.

RGS has grown substantially in recent years. There are now some 1,340 students, over 260 of whom are in the Junior School. The Sixth Form of 350 students is one of the largest in the independent sector. We became coeducational 20 years ago and girls now comprise 43% of the school.

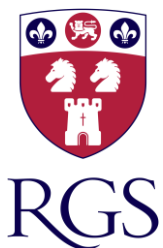
The school is based in the heart of the city, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a new Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts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



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THE SPORTS DEPARTMENT

The RGS Senior and Junior Schools offer a fantastic range of sports to students through curricular PE and swimming, timetabled games and co-curricular sports. All students are encouraged and have multiple opportunities to represent the school and sport offers opportunities at all levels. Staff are mainly multi-disciplined and work with teams across a full range of sports and all age groups.

The sports facilities include four rugby pitches (one on-site and three a short 5-minute walk), a full-size football pitch, a six-lane 25-metre swimming-pool; two sports halls; strength and conditioning studios; dance facilities; a designated PE/sport classroom and changing-rooms to accommodate all the school's foreseeable sporting needs. On-site the school has an excellent all-weather hockey (multi-use) pitch, netball courts, tennis courts and one rugby pitch. For cross-country running both Senior and Junior Schools use the adjoining Exhibition Park and Town Moor. For cricket the school owns the Jesmond cricket ground which is a 5-minute walk away from the main school and we regularly use the Northumberland Lawn Tennis club for tennis, squash and badminton facilities.

All year groups have a games afternoon every week, giving the opportunity for all students to be involved in a comprehensive programme, as well as to play in fixtures. Students in Years 7 to 9 get one hour of timetabled PE a week, and an hour of swimming every fortnight. In Years 10 and 11 they get one hour of PE, or swimming on a rotation each week. Alongside curricular PE, swimming and games, the department delivers AQA A level and will offer AQA GCSE PE for the first-time next year. We also offer opportunities to develop leadership skills in sports, as we feel it is important for our students to develop leadership skills alongside their physical skills.

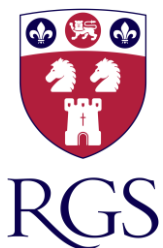


In sport we want all students to participate, whilst also striving to be the best they can, and there are inter-house competitions and school teams for rugby, hockey, football, netball, cross-country running, swimming, cricket, rounders, athletics, basketball,

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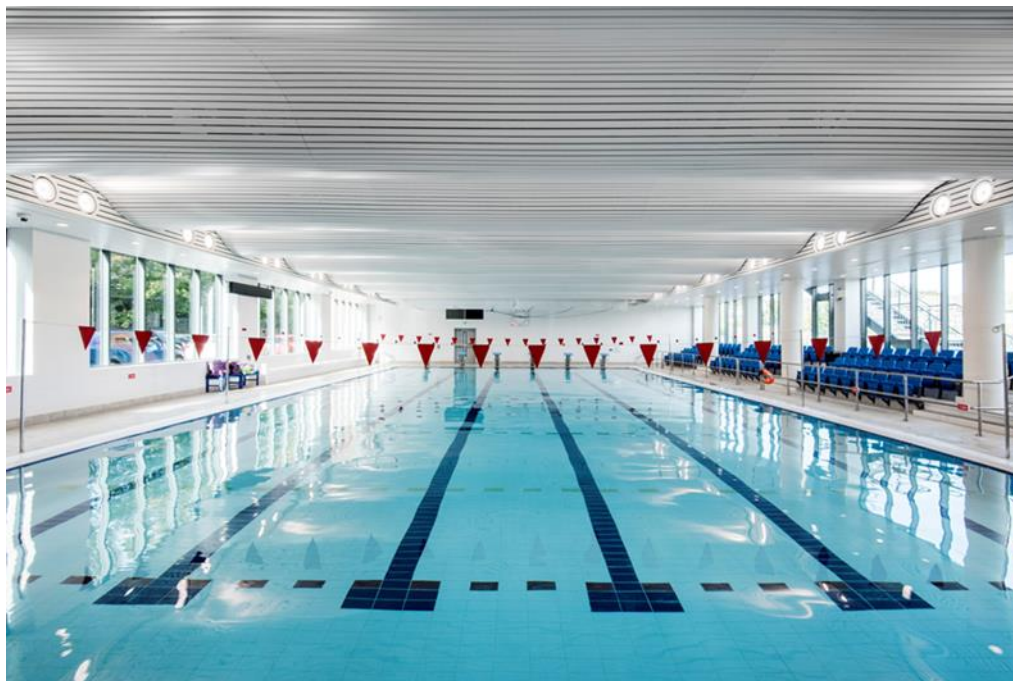
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badminton, squash, tennis, athletics and gymnastics. These sports have clubs during the week, before, during and after school. Fixtures are played mid-week and on Saturdays where we have the opportunity to travel further afield to take on suitable competitive fixtures. Teams compete at all levels. In rugby the senior rugby team have recently won the prestigious invitational St Joseph's Festival and Rosslyn Park National 7s. Last year they reached the quarter finals of the National RFU U18 Schools Cup and our U15 team were plate winners at the Invitational Langley Festival and our U16 team were winners of the RGS 7's competition for the second time. The school has produced international players in various age groups. We currently support many individuals who are in the RFU Falcons Academy pathways and we currently have 7 Old Novos (former students) contracted with Newcastle Falcons and other ON's playing in the Premiership and abroad.

In hockey our senior girls compete National in Tier 1 which is the highest level for schools after becoming National Tier 2 hockey champions two years ago, which promoted them into Tier 1 National League. Our Netball teams regularly make National finals and last year won the inaugural Invitational St Joseph's festival. Our swimming, cross-country and gymnastics teams all reached National finals last with many of our gymnastics teams being crowned British Champions.

Most importantly we put out many teams across all ages, giving as many students as possible the opportunity to represent the school in many different sports. We are always looking for more opportunities and experiences for our students.



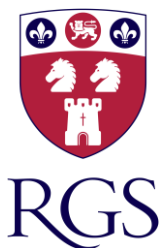
PEOPLE

The Senior School Sports Department has nine full time and one part time members of staff, alongside a full-time swimming teacher who works across the Junior and Senior School. Senior School staff do teach Games in the Junior School where there is two full time and one part time members of staff. Specialist coaches visit the school to deliver certain activities and strengthen the provision in our major sports alongside staff outside the department, who contribute allowing us to put out as many teams in different sports as we do.

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MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Director of Sport, the Administrator's overall responsibilities will include (but are not limited to) the following and may be altered from time to time:

ADMINISTRATION

- To provide administrative support with a variety of sports administration tasks to support the daily function of the sports department as directed by Director of Sport.
- Setting up systems and spreadsheets to help with the monitoring and recording of information within the department.
- Support with the collation and tracking of sports budgets.
- Taking of minutes in various sport and facilities related meetings.
- Working with the Director of Sport ensuring policies and risk assessments are up to date.
- Coordinating the various sports services and logistics including facilities, transport, and catering bookings, for lessons, fixtures, and trips.
- Ensuring SOCs is up to date by communicating with the relevant Heads of Sport and staff, ensuring it is an accurate working document.
- Plan, organise and execute sports events, tournaments and competitions.
- Oversee the process for sports photographs.
- Ensuring coaches fulfil their safeguarding obligations in order to keep their employment checks valid and current.
- Be prepared to be flexible and adaptable to changing administration priorities.

RECEPTION

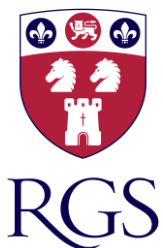
The Administrator will be required to offer support to the reception function of the Sports Centre from time to time. Duties will include:

- To follow school safeguarding procedures for managing visitors by checking ID, issuing passes/lanyards to visitors, ensuring that the visitors are signed into the school via the Inventory System. Direct all visitors as appropriate to ensure all safeguarding/compliance requirements are met.
- Assist students with general queries throughout the day and directing them to the appropriate member of staff/department e.g., Head of Year office, lost property, medical team etc.

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- Dealing with face-to-face, telephone and email enquiries; taking and passing on accurate messages.
- Any other relevant duties, as and when required.

SAFEGUARDING

- To demonstrate a personal commitment to safeguarding students and colleagues' wellbeing.
- To ensure any safeguarding concerns or incidents are reported appropriately and in line with the RGS safeguarding policies.
- To comply with all safeguarding policies and procedures and the RGS Staff Code.

OTHER

- Participate in training and other learning activities as required and participate in appraisal and professional development.



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QUALIFICATIONS/TRAINING/KNOWLEDGE/SKILLS

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

ESSENTIAL

- Highly organised, with the ability to be flexible and effectively manage your own workload, multitask, and work in a fast-paced environment.
- Excellent IT skills, including proficiency in the use of Microsoft Excel, Word and Outlook essential.
- Excellent verbal and written communications skills.
- Able to work well as an individual and a team player showing initiative.
- Have a common-sense approach and be an effective problem solver whilst dealing with diverse queries and situations.
- Creative thinker who can stimulate new ideas and build on old successes.
- Prepared to take on tasks and instill 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 working 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 at all times when handling personal information and correspondence and following the schools Data Protection Policy at all times.
- Willingness to contribute to the co-curricular life of school.
- Additionally, the successful applicant may have the background to be able to contribute to the coaching programme.

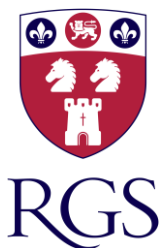
DESIRABLE

- Previous experience working in an educational environment.
- Previous experience in an administration role.
- Experience of working with a school MIS (RGS uses iSAMS)

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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 Sage, 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 clubs aplenty 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.

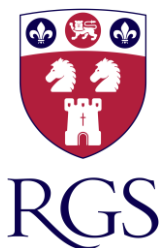
There are excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.



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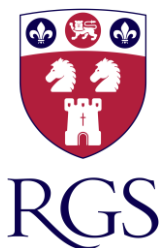
MAIN TERMS AND CONDITIONS

- Start date: as soon as possible pending completion of the successful candidate's pre-employment and safeguarding checks and candidate availability. This is likely to be late January/February 2024.
- The post will report to the Director of Sport and work with colleagues from across the Sports Department and the wider school.
- This is a fixed term appointment until 5th July 2024. There may be scope for this role to be made permanent on a part-time basis at the end of the fixed term (exact hours to be determined) and any plans around this will be discussed with the Administrator before the end of their fixed term contract.
- This is a term-time only role plus staff training days and the successful candidate will be expected to work on all staff days throughout the year. Details of the additional staff days will be shared with the successful candidate.
- All staff are expected to work on the compulsory safeguarding training day at the start of each academic year (date varies each year). Please note this day will not be applicable for this fixed term period but would apply to any offered permanent role.
- The successful candidate may also be required to work limited special events e.g., RGS Day and Open Day, with advance notice being given by the school.
- The normal working hours for this role are 37.5 hours per week, on agreed shift patterns that may include Saturdays when there are home school fixtures. Hours of work could therefore vary but would generally not be before 7.30am or after 5.30pm.
- The salary for this post will be in the region of £23k FTE (£17k term time only, pro rata) on the RGS Support Staff Salary Scale depending on experience and skills. The actual salary will be adjusted to reflect the fixed term duration and will be approximately £11k for January - July TTO working, inclusive of holiday pay.
- RGS Support Staff salaries are reviewed on 1st August each year.
- The school offers a generous annual leave entitlement of 31 days plus Bank Holidays for all year-round support staff. These holidays are pro rata'd to reflect the term time only, fixed term nature and working arrangements for this role. Holiday pay is incorporated into the annual salary and is split evenly over the term of the fixed term period.
- Given the nature of the role and the operational requirements of the school, requests for leave within term time will not be permitted.
- 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.

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WHAT WE OFFER

- During term-time, staff are provided with a free lunch, if on site.
- For non-teaching staff we offer a support staff pension scheme, The Aviva Pension Trust for Independent Schools (APTIS). On receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred. This scheme is administered via Salary Exchange (also known as Salary Sacrifice) for those who are eligible. You can opt out of the Salary Exchange arrangement whilst remaining in the pension scheme. Further details of the scheme and salary exchange will be provided on appointment.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme after a qualifying period. Details of the scheme will be provided on appointment.
- As with all RGS employees, the employee will be encouraged to become involved in the wider life of the RGS community.
- It is the school's policy to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
- Ongoing educational support and development of all staff with the provision of external and internal training courses, and our middle leaders training programme for existing and aspiring managers.
- We offer an interest free travel loan for a corporate Metro travel pass after a qualifying period. Further information will be available upon starting in post.
- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.
- Free use of a well-equipped gym, fitness suite and swimming pool.
- Access to our onsite confidential counselling service.
- We offer access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.
- Supportive and friendly community.
- Opportunity to join in with RGS tradition and become a member of the Stowell, Collingwood, Horsley, or Eldon House.

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HOW TO APPLY

Enquiries about this post should be made in the first instance to Angela Ponton (Director of Sport) a.ponton@rgs.newcastle.sch.uk or jobs@rgs.newcastle.sch.uk.

Please note that during the school holidays response times to queries are likely to be longer than usual, however, we endeavor to respond to all queries and applications as soon as possible.

Candidates are advised to read the 'Information for Applicants' with particular care before applying.

If, having looked through the website (www.rgs.newcastle.sch.uk) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in:

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

You must complete the application form, even if you want to also attach a CV. Please email all documents to jobs@rgs.newcastle.sch.uk by the closing date.

The closing date for this role is 9.00am Monday 15th January 2024

Interviews will be held shortly after the closing date. We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

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 will be 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 is committed to the safeguarding of 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 Safer Recruitment procedures to all candidates. More information regarding the checks can be found in the Information for Applicants and 'Keeping Children Safe in Education' (September 2023).

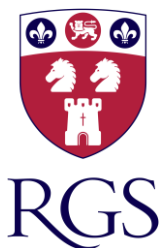
Equal Opportunities

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

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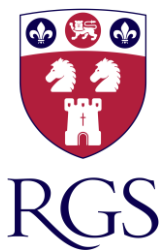
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experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our 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 age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. Whilst all applications are considered on merit, we would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in our staff community.

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: Angela Ponton (Director of Sport) a.ponton@rgs.newcastle.sch.uk or jobs@rgs.newcastle.sch.uk or communications@rgs.newcastle.sch.uk
www.rgs.newcastle.sch.uk

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