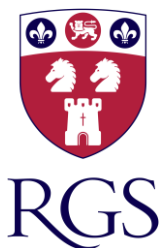




**MAINTENANCE SUPERVISOR  
JOB  
INFORMATION**



RGS



# MAINTENANCE SUPERVISOR

Newcastle upon Tyne Royal Grammar School  
To start as soon as available

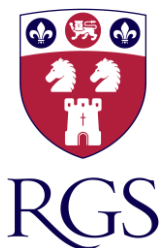


## THE POSITION

We have a unique opportunity for an experienced or suitably qualified tradesperson (i.e., electrician or plumber) to join our Maintenance team as a Maintenance Supervisor. The Maintenance Supervisor will oversee the general maintenance of the school and will coordinate the maintenance team which consists of 2 supporting tradespeople and is part of the wider Facilities and Estates team.



Job Description: Maintenance Supervisor  
Closing Date: 9.00am Monday 5<sup>th</sup> June 2023  
Contact: Head of Facilities and Estates ([s.lymn@rgs.newcastle.sch.uk](mailto:s.lymn@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.

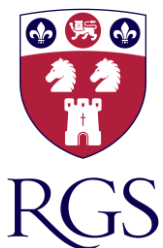
The school is based in the heart of the city, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a new Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts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



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## THE MAINTENANCE TEAM

The Director of Finance & Operations is responsible for the efficient and effective leadership of the school's operational function, with the day-to-day operational activities delegated to the Head of Facilities and Estates, who leads the Facilities team. The Maintenance team is an essential branch of the Facilities Department which includes 4 caretakers, 3 grounds staff and Domestic Manager with 21 domestic staff, all of whom work together to provide excellent facilities and services for teaching staff, students, parents, visitors, and other users of the school's facilities.

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## ACCOMMODATION AND RESOURCES

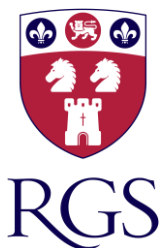
The maintenance team have a dedicated base in on the school and have access to a wide variety of new equipment including:

- Workshop including:
  - Startrite Bandsaw
  - Dewalt Crosscut
  - Multico Morticer
  - Sedgwick Planer Thicknesser
  - Sedgwick Saw Bench
- LEV System
- Associated hand tools
- Facilities Team Van



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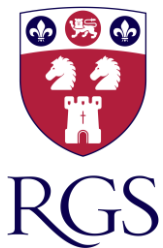
## MAIN DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of the Maintenance Supervisor Include but not limited to:

- Actively leading, motivating and directing the team to meet the key objectives of the school and the Facilities team.
- Monitoring and quality controlling work outcomes.
- Regularly appraising the performance of individual members of the team.
- Contributing to the provision of a safe and comfortable working environment for the whole school.
- Providing active front line maintenance and small in-house projects across the estate.
- Liaising and coordinating with external maintenance contractors.
- Ordering materials and manage consumable stock.
- In coordination with other staff, lead on the checking for damage and faults to the building fabric, furniture and equipment and where required instigate repair/replacement.
- Undertaking routine maintenance which may include joinery, plumbing and / or electrical repairs.
- Driving the van and minibuses, as required.
- If required, covering for other colleagues within the team for litter picking and emptying waste bins and for other facilities tasks.
- Gritting and snow clearing when required, with other team members.
- Maintaining the workshop asset register, ensuring its regular inspection and servicing.
- Assisting at events (e.g. car park control).

The Maintenance Supervisor and, in their absence, the other maintenance operative, will have specific responsibility for keeping statutory records relating to:

- Workshop Asset Register
- LEV
- Workshop service & inspection



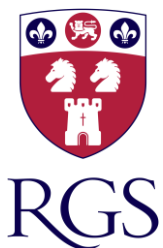
- Maintaining equipment inspection & service records
- Oversight and compliance with health and safety requirements for the Maintenance areas and jobs
- Purchasing
- Material inventory

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## Safeguarding

- All staff have a responsibility and duty of care to safeguard and promote the welfare of students.
- Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the School's Safeguarding and Child Protection policy and Code of Conduct.
- Staff will receive appropriate Child Protection and Online Safety training which is regularly updated.





## PERSON SPECIFICATION

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that we are looking for:

### Experience

- Previous employment displaying responsibility, integrity and authority.
- Experience and accredited qualifications in electrical or plumbing work.
- An extensive knowledge of building and fabric maintenance.

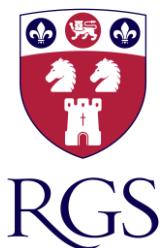
### Skills

Essential:

- A good working knowledge of relevant health and safety legislation.
- Ability to use software applications (Office 365, e-mail, internet, procurement software).
- Strong and effective communication skills, both written and verbal.
- A customer-oriented approach.
- A clean valid driving licence (preferably including Class D1).
- An industrious and reliable approach to work.
- A self-motivated individual who is comfortable working alone with minimal supervision (and at times as a lone worker with no supervision at all).
- A person who takes pride in the quality of their work.
- A commitment to supporting the school's ethos by assisting in providing and maintaining excellent facilities.

Desirable:

- Experience in maintaining and managing assets and materials.
- A basic first aid qualification.
- An understanding of the needs of school and its community.



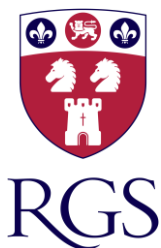
## Personal Characteristics

- Practical and logical; able to solve problems quickly.
- Proactive approach to the duties and responsibilities associated with the role and the ability to balance conflicting demands.
- Show pride in the upkeep of the school and maintaining high standards of all work.
- A sociable nature and good team player.
- A positive, proactive and forward-thinking manner, with a 'can do' attitude.
- An understanding of the wider issues and responsibilities associated with working among young people in an educational environment.
- A level of fitness commensurate with moving furniture, equipment and large deliveries.

## Additional Requirements

- The postholder will be required to hold a clean UK Driving Licence, including categories C1 and D1.
- Depending on previous experience and qualifications, the postholder will be required to undergo appropriate accredited training for:
  - First Response First Aid;
  - Manual Handling;
  - Working at Height;
  - CoSHH





## 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.

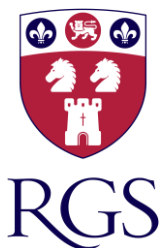
The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches 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.

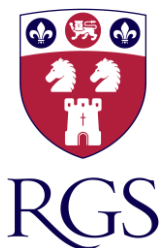
There are excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.





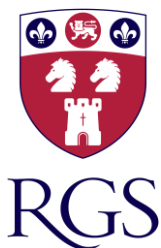
## MAIN TERMS AND CONDITIONS

- This is a full-time, full year permanent role, which will include the compulsory safeguarding training at the start of each academic year and all staff training days.
- The post will report to the Head of Facilities and Estates.
- The starting salary for this role is c£30k per annum (based on a full time 40 hour working week, full year working arrangement). Salary will reflect the level of responsibility and is dependent on the experience and skills offered by the successful applicant.
- RGS staff salaries are reviewed on 1<sup>st</sup> August each year.
- Working hours will be 40 hours per week, Monday to Friday, 7.30am until 4.00pm with a 30-minute unpaid lunch break.
- Overtime rates will apply for weekend work and Bank Holiday's and hours over and above 40 hours per week.
- The Maintenance Supervisor will be requested to opt out of the Working Time Regulations and agree to work for more than an average of 48 hours a week over a 17-week period at certain times.
- The Maintenance Supervisor will be provided with appropriate workwear showing the school logo and will be expected to wear this while working. Appropriate Personal Protective Equipment will also be provided.
- During term-time, staff are provided with a free lunch, if on site.
- Holidays –The school offers a generous annual leave entitlement of 31 days plus Bank Holidays for all year-round support staff.
- For non-teaching staff we offer a support staff pension scheme with Aviva and 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.
- Membership to life assurance scheme through Aviva which pays out 5x annual salary in the event of death in service.
- The school offers an optional healthcare plan for all staff which includes optical, dental and physio cover, access to telephone GP consultations and a host of other benefits (terms and conditions apply). Further information will be available to the employee once in post.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme. Details of the scheme will be provided on appointment.
- The successful candidate will be subject to a 6-month probationary period upon starting in the role.
- 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 and Health and safety, a copy of which will be made available.
- 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 is 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.



- There is a staff car park on site with limited spaces 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.
- 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.





## HOW TO APPLY

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

Enquiries about this post should be made in the first instance to Simon Lymn (Head of Facilities and Estates). For an informal chat about the post, contact Simon Lymn on 0191 281 5711.

If, having looked through the website ([www.rgs.newcastle.sch.uk](http://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](mailto:jobs@rgs.newcastle.sch.uk) by the closing date.

The closing date for this role is 9.00am Monday 5<sup>th</sup> June 2023

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](mailto: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 2022).

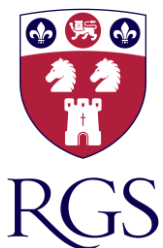
### Equal Opportunities

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

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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: [communications@rgs.newcastle.sch.uk](mailto:communications@rgs.newcastle.sch.uk)

Simon Lymn, Head of Facilities and Estates [s.lymn@rgs.newcastle.sch.uk](mailto:s.lymn@rgs.newcastle.sch.uk)

[www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)

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