



Royal Grammar School Newcastle upon Tyne

RECEPTIONIST Required as soon as possible

We have an exciting opportunity for an enthusiastic and motivated Receptionist to join us to manage our Senior School Reception and be responsible for the smooth running of the reception function. You will be the first point of contact for all students, parent/carers, governors & visitors and will provide a friendly, professional and efficient service to all. Reporting to the Office and Procurement Coordinator, this is a critical role in this high-achieving school.

We are looking for a dynamic, versatile and meticulous person with a 'can do' attitude, to provide front of house reception and additional administrative duties for the school.

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.

Working Hours: The normal working hours for this role are 7.5 hours per day, from 7.30am to 3.30pm, Monday to Friday, during term time (plus additional days for staff training- see job information pack)

Salary: The salary for this post will be in the region of £23-25k FTE gross per annum (Pro rata in the region of £18-19k gross per annum) depending on experience and skills.

RGS is 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 are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. All posts are subject to pre-employment checks, pre-interview references and an enhanced DBS check.

CLOSING DATE

9.00am Monday 16th October 2023

TO APPLY

For full details and an application form please see our website:
www.rgs.newcastle.sch.uk/join-us/work-for-us

CONTACT DETAILS

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@RGSNewcastle