

**PERSONAL ASSISTANT
TO THE DEPUTY HEAD
TEAM**

**JOB
INFORMATION**



RGS



PERSONAL ASSISTANT TO THE DEPUTY HEAD TEAM

Newcastle upon Tyne Royal Grammar School
Required from September 2024 (or earlier, if possible)



THE POSITION

We have an exciting and unique opportunity for the right person to join us as a Personal Assistant to the team of Deputy Heads based in the Senior School. This role is to provide appropriate and constructive support and includes administrative and project-based tasks involving day to day operational issues, as well as being involved in the forward planning of key calendar events.

RGS is a vibrant school, the successful candidate 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: Personal Assistant to the Deputy Head Team
Closing Date: 9.00am Friday 10th May 2024
Contact: Tom Keenan (Deputy Head) t.keenan@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.

In 2023, RGS was named overall 'Independent School of the Year' in The Telegraph Group's national awards. RGS also consistently tops the region's academic league tables and was awarded the Sunday Times' 2024 North East's Top Independent Secondary School, both the overall winner and for Academic Performance. While we pride ourselves on academic excellence, we are just as well known for our 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 is fully co-educational with over 1,300 students aged 7-18 years (Years 3 to 13) and our academically selective places are highly coveted. We have more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Our Sixth Form is one of the largest in the independent sector with more than 340 students.

The school is based in the heart of the City, immediately opposite Jesmond Metro station and our excellent transport links attract students from far and wide. The school occupies over 30 acres of land and has state-of-the-art facilities, including a 25m swimming pool, two Sports Halls, five new art studios, a new library, a new Sixth Form Centre, a Performing Arts Centre with professional-standard theatre, several outdoor football/rugby pitches, an artificial turf pitch 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.



Job Description: Personal Assistant to the Deputy Head Team

Closing Date: 9.00am Friday 10th May 2024

Contact: Tom Keenan (Deputy Head) t.keenan@rgs.newcastle.sch.uk

THE ROLE

The PA is expected to take a keen interest in the work of the Deputy Head team and to provide constructive and appropriate support. Discretion and confidentiality are essential attributes. There may be a great deal of direct contact with parents, students and staff, and many aspects of the role are critical to the academic, co-curricular, and pastoral life of the school. The post holder will be expected to uphold and communicate the values of RGS.

The PA is responsible directly to the Senior School Deputy Head team, assisting them with all aspects of their work. The Deputy Heads are made up of the Senior Deputy Head, Deputy Head Pastoral, Deputy Head Academic, and Deputy Head Co-Curricular.



MAIN DUTIES AND RESPONSIBILITIES

The following list is not exhaustive but is a guideline as to the main requirements of the role.

PLANNING AND COORDINATION

- Planning ahead, taking into account the school calendar and major events.
- Support in planning the logistics of key events - liaising with other colleagues in school to ensure the smooth organisation of these key events.
- Recognition of pressure points or clashes countering these effectively.
- Creating and managing diaries, prioritising tasks, and effectively managing time.
- Planning and monitoring meeting times for all of the staff whom the Deputy Heads line manage and supporting organisation of CPD and appraisal activity.



GENERAL – SECRETARIAL AND ADMINISTRATIVE

- Preparing, collating and circulating the papers and minutes for team meetings.
- Minute meetings on request – support with follow up and implementation of actions.
- Providing secretarial and administrative support to include:
 - handling telephone calls.
 - dealing with enquiries and requests – via email or face to face; and
 - welcoming and providing care for visitors to the Deputy Heads, including the provision of refreshments.
- Managing incoming mail, emails and post, often corresponding on behalf of the Deputy Head team where appropriate.

- Carry out any other secretarial or administrative tasks as reasonably requested by the Deputy Head team and maintaining a high degree of confidentiality and handling all confidential correspondence with discretion.
- Preparing and updating staff lists.
- Responding positively, with tact, sensitivity, and awareness to enquiries from parents and staff.
- Booking training courses, conferences, and meetings for the team of Deputy Heads, and make any necessary travel arrangements.
- Attending occasional school events as required.
- Ensuring the maintenance of clear and effective filing, records and other systems and keep them updated.
- Providing occasional cover for absent colleagues in the general office and school reception and to assist with general administrative duties in the general office at the direction of the Deputy Head team.





QUALIFICATIONS/TRAINING/KNOWLEDGE/SKILLS

Previous experience in a similar role is desirable, but not essential. There will be a great deal of learning on the job and many aspects will be specifically tailored to the post and to the needs of the school. Crucially, the right individual will be willing to learn, be enthusiastic and make the job their own in a way that ensures an efficient and effective service is delivered at all times.

The PA should demonstrate the following qualities:

- A background of administration, preferably, although not essential in education.
- Ability to establish rapport, and respectful and trusting relationships with colleagues and senior staff.
- Experience of working effectively as part of a team and independently.
- Excellent organisational and administrative skills with the ability to prioritise and work on their own initiative, remaining calm under pressure.
- Ability to communicate clearly and sensitively, orally and in writing to a variety of audiences, including senior leadership, staff and students at the school.
- The ability to multi-task and work to achieve tight and ever-changing deadlines and to remain professional at all times.
- Commitment to continued learning, taking responsibility for own CPD.
- Excellent written communication skills and an ability to produce succinct correspondence and reports.
- Ability to accurately proofread documents. Excellent attention to detail.
- Practical and logical; able to solve complex problems quickly.
- A positive, proactive and forward-thinking manner, with a 'can do' attitude.
- Ability to be flexible and adaptable, accommodating occasional changes to the working day.
- Excellent IT skills including Office 365 (Excel, Word, Outlook, SharePoint)
- An understanding of, and commitment to, the special needs of working with young people. These include safeguarding, health and safety, security and handling confidential information at times.

Desirable

- An understanding of the workings of a school or college.
- Knowledge of iSAMS, our school management information system.

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 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

- The post will report to the Deputy Head. This role will support and work with the wider Deputy Head team and colleagues from across the school.
- This is a permanent role with the school.
- The role is term time only plus 4 additional staff training days spread throughout the year. Payment for the additional 4 days has been factored into the offered salary. Details of the additional staff days will be shared with the successful candidate.
- The successful candidate will also be expected to work the compulsory safeguarding training day at the start of each academic year (date varies each year). Payment for this day has already been incorporated into the annual salary for this role.
- The normal working hours for this role will be 37.5 hours per week, Monday to Friday, 8.30am until 4.30pm with a 30-minute unpaid lunch break.
- The salary for this post will be in the region of £24-28k gross per annum (Full Time Equivalent) on the RGS Support Staff Salary Scale depending on experience and qualifications. This will be pro rata'd to in the region of £19-22k gross per annum to reflect that this is a term time role only plus 4 additional days and 1 day for safeguarding training.
- 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.
- 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 working arrangement for this role. Holiday pay is incorporated into the annual salary and is split evenly over 12 months.
- Given the nature of the role and the operational requirements of the school, requests for leave within term time will not be permitted.

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.
- Membership to life assurance scheme through Aviva which pays out 5x annual salary in the event of death in service.
- 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.
- 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.



- 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.
- 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.
- We offer a Bike to Work scheme for qualifying members of staff. Terms and conditions apply. Details will be shared upon starting.
- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.



- 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.
- Free use of a well-equipped gym, fitness suite and swimming pool at permitted times.
- Supportive and friendly community.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.



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 Tom Keenan (Deputy Head) in the first instance. For an informal chat about the post, contact Tom Keenan on 0191 281 5711 or email t.keenan@rgs.newcastle.sch.uk.

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 Friday 10th May 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 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: communications@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk



Job Description: Personal Assistant to the Deputy Head Team
Closing Date: 9.00am Friday 10th May 2024
Contact: Tom Keenan (Deputy Head) t.keenan@rgs.newcastle.sch.uk