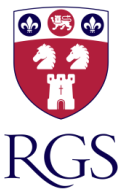


**JUNIOR SCHOOL  
RECEPTIONIST &  
ADMINISTRATIVE  
ASSISTANT  
(Part Time)**

**JOB  
INFORMATION**



RGS



## **JUNIOR SCHOOL RECEPTIONIST & ADMINISTRATIVE ASSISTANT (Part Time)**

Newcastle upon Tyne Royal Grammar School

Required from January 2025



### **THE POSITION**

We have an exciting opportunity for an enthusiastic, efficient and organised individual to join the Junior School Office team. The role would be ideal for someone with excellent organisational and communication skills that can deliver a high level of customer service at all times.

This is a varied role which will be suited to a proactive individual who can be adaptable to the changing requirements of the School Office and Receptions, on a daily basis.

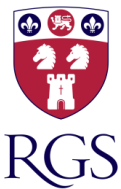


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**Job Description:** Junior School Receptionist & Administrative Assistant

**Closing Date:** 9.00am Wednesday 11<sup>th</sup> December 2024

**Contact:** James Miller (Head of Junior School) [j.n.miller@rgs.newcastle.sch.uk](mailto:j.n.miller@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.



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## THE JUNIOR SCHOOL

Coursing through the veins of the Junior School community are our 4 Superpowers. We expect the children, the staff and the parents to practice and demonstrate these qualities as often as they can in their everyday lives:



Sharing the site of the Senior School, the Junior School caters for boys and girls aged 7-11 with three parallel classes in Year 3 and Year 4 (approx. 20 per class) and three classes in Years 5 and 6 (approx. 24 per class), to give a total school roll of 270 presently. Selection is based on performance during Assessment Days for Year 3 entrants and an entrance Examination and Activity Day for Year 5 applicants.

The majority of the teaching takes place in the purpose-built buildings of Lambton House, for Years 3 and 4, and Brandling House for Years 5 and 6. Dedicated art & design technology rooms in Lambton House and a science lab and computer suite in Years 5 and 6 before transfer (without further assessment/selection) to the Senior School.

We aim to nurture a love for learning which helps our pupils make excellent progress across KS2, but more importantly, helps them to develop qualities that are crucial in the real world: curiosity, open-mindedness, resilience, resourcefulness collaboration and reflection.

In the Junior School, we encourage children to develop their abilities through active participation, and we pride ourselves on the wide range of activities and extra-curricular opportunities on offer. Sometimes it seems as if Junior School students are never in school!



We have a comprehensive programme of outdoor activity. Currently Year 5 have a residential visit to the North Pennines, whilst Year 4 have a wonderful week in the stunning location of Patterdale in the Lake District. Year 6 spend the second week of the autumn term under canvas up in the Cheviots, at Kirknewton near Wooler and Year 3 have an overnight stay in the Centre at the same place in the summer term. Further afield students travel at Easter to ski in the French Alps and we are hoping to launch a Year 6 Sports Tour in the near future.

In sport, we want all boys and girls to participate, whilst also aiming for excellence, and there are inter-house competitions and school teams for rugby, hockey, football, netball, cross-country running, swimming, cricket, rounders, athletics, chess and gymnastics. These sports have clubs during the week (before, during and after school) and there are further clubs for fitness, fundamental movement and fencing. Teams compete at the highest levels. The school regularly has National Champions at gymnastics and swimming, and regional and HMC champions in rugby, hockey, chess and athletics.

Performing Arts in the Junior School are also of major importance, and the quality of music and dance performers and performances is tremendous. For example, the annual Dance Championship provides opportunity for display in all genres for boys and girls to celebrate their keenness for artistic movement; and the House Music event always showcases phenomenal individual talent.

The RGS Junior School has 19 members of teaching staff, and three teaching assistants. There is some staff cross-over into the Junior School from Senior School staff in Music, Dance, and PE/Sport. Junior School staff are supportive, and the Staff Room is friendly and mixed in outlook with male and female colleagues of all ages. There is a very strong team spirit: this extends beyond the Junior School to the whole RGS staff which regularly comes together for staff training days and social events.



## MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Head of Junior School, the overall responsibilities will include:

- Reception duties including taking care of visitors on arrival/departure and dealing with enquiries from staff, parents and students.
- Checking attendance registers, contacting the parents of students who have failed to register and producing weekly attendance reports.
- Dealing with telephone calls, messages, and emails in a professional manner.
- Collating articles and editing the Junior School's weekly Bulletin.
- Assisting with the collation of Junior School articles for The Review (annual publication).
- Booking travel, accommodation and CPD courses for staff.
- Assisting with the administration of school trips, sporting fixtures, concerts, and other events.
- Providing general administrative support (use of Office 365 and Teams, updating records, scanning, photocopying, printing etc).
- Administering regular, minor first aid.





## PERSON SPECIFICATION

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

### Experience

Experience could include:

- Previous experience of working in a school or college reception setting.
- Previous office or customer service experience.

### Skills

#### Essential:

- Excellent telephone manner and communication skills.
- The ability to talk comfortably, naturally, and positively with children.
- Good keyboard skills and good working knowledge of email and core programmes from 0365 including Word, Excel, Publisher, Teams, Forms, SharePoint and PowerPoint.
- The ability to prioritise and work to deadlines, working quickly and accurately.
- Excellent organisational skills.

#### Desirable:

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



## Personal characteristics

- Eager and willing to learn new skills.
- Ability to work as a team member.
- An enthusiastic and flexible approach.
- A customer-orientated approach to all stakeholders.
- Self-motivated and a natural problem-solver who is motivated by implementing processes and solutions.
- Proactive approach to the duties and responsibilities associated with the role with ability to balance conflicting demands.
- A genuine liking of people and the ability to show warmth, good-humour, empathy, and sensitivity.
- A personal commitment to professional development.
- 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.





## 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

- We expect the role to start in January 2025 pending completion of the successful candidate's pre-employment checks.
- The post will report to the Junior School Head.
- This is a part time, term time only and permanent role with the school.
- The Receptionist will be required to work 1 additional staff day each year at the start of January. Staff are also required to work on limited half training days during the school year when students are not in school, usually at the end of each term.
- The successful candidate will also be expected to work the annual safeguarding training day in September each year, which is compulsory for all staff (date varies each year).
- The Receptionist 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 core hours will be 30 hours per week (6 hours per day), Monday to Friday, either 11.00am until 5.30pm, with a 30-minute unpaid lunch break or 11.30am - 5.30pm without break- to be discussed with candidates at interview.
- There may be occasions where the Receptionist is required to be flexible with the start and/or finish time to meet Junior School requirements at key times during the school year.
- The Receptionist will be required to work limited additional hours during the school holiday period, with appropriate prior notice, to support the continuing function of the school outside of term time. Any additional hours worked outside of term time will be paid to the employee as overtime at the single rate. We welcome a discussion with prospective candidates at interview regarding how this arrangement may work.
- A starting salary of c£25k per annum (FTE), however the actual salary will reflect the experience and skills offered by the successful applicant. The pro-rata equivalent salary for this term time role is c£16k per annum.
- RGS staff salaries are reviewed on 1<sup>st</sup> August each year.
- As the successful candidate's employment will commence mid-way through the school academic year, there will be a shortfall on the holiday accrued to cover the holidays during the 2024/2025 school year. We will discuss options around how the holiday shortfall could be balanced at interview.
- Beyond the first academic year, the employee will be entitled to normal school holidays and payment for holidays will be incorporated into the annual salary.
- The Receptionist 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

- 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 James Miller (Head of Junior School) in the first instance. For an informal chat about the post, contact James Miller on 0191 281 8955 or email [j.n.miller@rgs.newcastle.sch.uk](mailto:j.n.miller@rgs.newcastle.sch.uk).

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 Wednesday 11<sup>th</sup> December 2024.  
Interviews are likely to be held on Monday 16<sup>th</sup> December 2024.

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 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 2024)

## 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.



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

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



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