

**SPORTS CENTRE
ASSISTANT**
(Part Time x 2 posts)

**JOB
INFORMATION**



RGS
NEWCASTLE

SPORTS CENTRE ASSISTANT (Part Time x 2 Posts)

Newcastle upon Tyne Royal Grammar School

Required as soon as possible.



THE POSITION

We have an exciting opportunity for two enthusiastic, proactive and organised individuals to support with the efficient day-to-day running of the Sports Centre at RGS Newcastle.

The Sports Centre Assistants will work alongside the Sports Centre Manager to deliver excellent student and customer experience throughout the year. The Assistants will undertake a variety of operational duties including ensuring the highest standards of health and safety, customer service, and facility maintenance across all areas for example, the climbing wall, swimming pool, sports hall, fitness studios, Astroturf and grass pitches. The Assistants will be actively involved with future facility development, whilst contributing to maximising profit from commercial non-school activities.

The role would be ideal for someone with excellent organisational and communication skills who is able to work effectively with a variety of key stakeholders.



Job Description: Sports Centre Assistant (Part Time x 2 Posts)

Closing Date: 9.00am Monday 03rd March 2025

Contact: Angela Ponton (Director of Sport) a.ponton@rgs.newcastle.sch.uk / Kieran Stables (Sports Centre Manager) k.stables@rgs.newcastle.sch.uk



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THE SCHOOL

In 1525, the Mayor of Newcastle, Thomas Horsley, wrote his will, in which he generously gifted his estate to fund a grammar school. Five centuries later, Horsley's vision lives on in the Royal Grammar School, Newcastle's corridors and classrooms, and his philanthropic spirit drives the RGS's commitment to education.

Few schools can claim a 500-year history. Over the years, the RGS, has continued to flourish as the premier independent school in the North East of England and as one of the country's leading schools - consistently topping the regional table for academic excellence.

Today, RGS is a fully co-educational school with over 1,300 students aged 7-18 (Years 3 to 13). Its academically selective places are highly sought after. The school has more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Its Sixth Form is one of the largest in the independent sector, with more than 340 students.

While RGS prides itself on academic excellence, the school is also known for its emphasis on a holistic education. The school's 'There's More to Life' approach informs its holistic education, which is central to students' success, health and happiness.

RGS is based in the heart of Newcastle, 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 modern 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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Academic Success

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.

In 2023, RGS was named 'Independent School of the Year' overall in The Telegraph Group's national awards. Most recently, the school was again named North East Independent Secondary School of the Year for Academic Excellence 2025 by The Sunday Times' Parent Power Schools Guide.

Academically, the school is highly selective. Students are assessed for entry at the key entry points (Y3, Y5, Y7, and a handful at Y9, plus Sixth Form). The biggest entry points are Y3 (60 students), Y7 (c.75 students) and Y12 (c.45 students). Beyond the academics, in Junior School (Y3-6), entry is assessed through activity days, whilst at Y7, students are assessed through online tests and an interaction day. Sixth Form entry is through interview only.

Students sit baseline tests in Y7, Y10, and Y12 – the average GLA CAT score for both the current Y7 and Y12 is 117. We have several students who have the assistance of our dedicated Learning Support Team, which works across Junior and Senior School.



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Co-curricular Activities

At RGS, students can choose from over 170 co-curricular activities, ranging from music, drama, and sports to unique options like e-sports and knitting. All students are encouraged to discover what excites and inspires them.

Sport is also a central part of life at RGS, with students actively participating in a variety of activities including hockey, cricket, and basketball, from early morning until late afternoon. RGS views sport as a fundamental vehicle for students to develop lifelong skills, character, resilience – and, above all, a love for daily movement.

While it may seem tricky to balance schoolwork with so many exciting co-curricular and sporting activities, RGS has found that students actively engaged outside the classroom often perform even better academically. Both programmes are designed to help students develop essential life skills, from self-awareness to decision-making and self-organisation.



Pastoral Care

We understand that all of our students are unique and different, and we strive to treat them as individuals, aiming to tailor our care to meet their needs.

That is why pastoral care is another critical cornerstone of RGS's holistic approach. Student well-being is embedded throughout school life, from a dedicated Form Teacher and an allocated Tutor to easy access to the school Medical Team and counsellors who work together to help students reach their full potential.

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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 five full-size grass pitches (one on-site and four a short 5-minute walk), a six-lane 25-metre swimming-pool; two sports halls; an Astor-turf hockey pitch; a climbing wall; netball courts; tennis courts; strength and conditioning studios; dance facilities; a designated PE/sport classroom and changing-rooms to accommodate all the school's foreseeable sporting needs. For cross-country running both Senior and Junior Schools use the adjoining Exhibition Park and Town Moor. For cricket, the school leases the Jesmond cricket ground, a 5-minute walk 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 GCSE PE and Sports Leaders Qualifications.

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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, badminton, squash, tennis, athletics and gymnastics. The sports co-curricular schedule is busy and clubs in various sports run, before, during and after school mid-week and sometimes on a Saturday morning. Fixtures are played mid-week and on Saturdays where we can travel further afield to take on suitable competitive fixtures. Teams compete at all levels; our facilities are very busy!

PEOPLE

The Senior and Junior school Sports Department has eleven full-time and two part-time members of staff, alongside a full-time swimming teacher who works across the Junior and Senior School. Specialist coaches visit the school to deliver certain activities and strengthen the provision in our major sports alongside staff outside the department.



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MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Sports Centre Manager, and in his absence the Director of Sport; the Sports Centre Assistant's overall responsibilities will include assisting in:

- Ensuring the efficient day-to-day running of the school's Sports Centre, including the two sports halls, climbing wall, three fitness studios, swimming pool, artificial turf pitch, three netball/tennis courts and associated changing and ancillary facilities.
- Creating and maintaining a purposeful, productive and safe working environment for all sports activities.
- Ensuring the facilities are used in accordance with the schools' health and safety documentation and other relevant legislation and regulations, including the Pool safety operating procedures PSOP.
- Providing a customer-orientated approach to a wide range of users of the facilities.
- Ensuring the above facilities are kept in good order, secure and safe for use at all times.
- Providing administrative support for the Sports Centre Manager, Director of Sport and the PE Department staff including but not limited to preparing event programs, cataloguing trophies and awards, updating spreadsheets.



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SPECIFIC TASKS

- Providing reception service for all users, spectators and visitors.
- Using the school IT network to:
 - Manage bookings and allocation of facilities;
 - Using SOCS to maintain a calendar of all sports bookings and fixtures
 - Maintain records, including an inventory of sports equipment and stock;
 - Working with ISAMs to collate reporting groups for the sports department.
 - Using AccountsIQ system to order equipment;
 - Using Evolve to set up any sports trips or tours
- Communicate effectively with all users and across the school as a whole.
- When required use the CCTV system to monitor use throughout the sports facilities.
- Preparation and provision of equipment and resources for some curriculum lessons, including setting up and clearing equipment and the rotation of seasonal equipment, including swimming pool equipment.
- Setting up and clearing any equipment for external users that they have booked.
- Daily checking and maintenance of all sports, fitness and pool equipment.
- Ensuring that all safety equipment is in place.
- Allocating and checking changing rooms and shower/toilet areas and lockers.
- Dealing with lost property found in the sports facilities.
- Keeping information on notice boards up to date and looking after trophy cabinets.



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- Supporting PE department staff in the provision of galas, competitions and sports related co-curricular activities.
- Sale of basic consumables at the reception desk (e.g. swimming caps, mouth guards etc.)
- Working with other members of the support staff team with regard to cleaning, maintenance and IT/AV facilities.
- Liaising with visiting staff (e.g. physios, referees etc.)
- Ensure all sports clothing (strips and bibs) are laundered and kept in order.
- Perform inductions for new staff and students into the school's gym facilities.
- When required work in a physical capacity to help other support staff perform whole school duties.
- When required cover school first aid requirements.



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QUALIFICATIONS/TRAINING/KNOWLEDGE/SKILLS

Previous experience in a similar role is desirable, but not essential. The Sports Centre Assistants should demonstrate the following qualifications, skills and qualities:

QUALIFICATIONS

Desirable

- An appropriate leisure or sports management qualification.
- A lifesaving qualification.
- A full driving licence.
- A Higher-Level Qualification in refereeing or sports coaching.
- Climbing wall instructor qualification.
- A current first aid qualification or a commitment to undertaking a course.

SKILLS / KNOWLEDGE

Essential

- An enthusiasm of sports in general and a good working knowledge of a wide range of sports.
- Highly organised, with the ability to be flexible and effectively manage your own workload, multitask, and work in a fast-paced environment.
- An ability to work alone and show initiative, as well as work as a member of a small team.
- Be physically fit for lifting and moving equipment, responding to problems, etc.
- Be able to swim – for safety while working at the pool edge, etc. and to be able to gain a Lifesaving qualification.
- Enthusiastic and motivated.
- A customer-orientated approach to all users of sports facilities, which will require patience and understanding at times.
- An understanding of, and commitment to health and safety, security and handling confidential information at times.
- To demonstrate a personal commitment to safeguarding students and colleagues' wellbeing.

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- 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.
- Very good administrative skills and excellent IT skills, including proficiency in the use of Office 365 including Microsoft Excel, Word and Outlook.
- Excellent verbal and written communications skills.

EXPERIENCE

Desirable

- Experience of working in a sport/leisure centre.
- An understanding of the workings of a school or college.
- Knowledge of iSAMS, our school management information system.

OTHER

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



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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 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.



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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.
- The Sports Centre Assistants will report to the Sports Centre Manager and work with colleagues from across the Sports Department and the wider school.
- It is expected that the roles will be part time, full year and permanent but there is flexibility in how the part time roles are split. This can be discussed with shortlisted candidates at interview and exact terms will be agreed with the successful candidate/s upon offer.
- Flexibility will be required from the Sports Centre Assistants. However, the school will issue rotas with fair notice (i.e. at least a half term in advance). Whilst the school will endeavour to give as much notice as possible, flexibility will be required in exceptional circumstances that could affect the Sports Centre operation.

School Term Time Operational Hours

- During term time, shifts will include weekday evenings, Saturdays, and Sundays. Whilst shifts may vary, they will generally fall within the operational times of the Sports Centre (i.e. 7.00am until 10.00pm on weekdays during term time).
- Weekend shifts during term time will normally fall between 8.00am and 4.30pm.

School Holiday Operational Hours

- During school holidays, the Sports Centre Assistants may be asked to work amended hours between 8.00am and 4.30pm to support school activities and provide holiday cover where required.
- As an example, 2 x 20-hour/week posts (average hours) will each work approximately 766 hours across the year. This will adjust depending on the hours agreed with the successful candidates.
- The Sports Centre Assistant will work all staff training days throughout the academic year, if required.
- The Sports Centre Assistants will also be expected to work the annual safeguarding training day in September each year, which is compulsory for all staff.
- The Sports Centre Assistants may also be required to work limited special events e.g., RGS Day and Open Day, with advance notice being given by the school.
- A starting salary will be based on c£24k gross per annum (Full Time Equivalent) and the actual salary will be pro rata'd to reflect the agreed hours.
- RGS staff salaries are reviewed on 1st August each year.

- The school offers a generous annual leave entitlement of 31 days plus Bank Holidays for full time all year-round operational staff and which will be pro rata'd for a part time post. Given the requirements of this role, holidays must be taken during school holidays and not during term time.
- 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.

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.



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- 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.

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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 Angela Ponton (Director of Sport) or Kieran Stables (Sports Centre Manager). For an informal chat about the post, contact Angela Ponton or Kieran Stables on 0191 281 5711 or email a.ponton@rgs.newcastle.sch.uk / k.stables@rgs.newcastle.sch.uk.

To apply for this post please submit the following to jobs@rgs.newcastle.sch.uk by the closing date.

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

Note: You must complete the application form, even if you want to also attach a CV.

The closing date for this role is 9.00am Monday 03rd March 2025.
Interviews are likely to be held w/c 10th March 2025.

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 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

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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

Angela Ponton (Director of Sport) a.ponton@rgs.newcastle.sch.uk

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