



# **CARETAKER**

## **Job**

## **Information**



RGS  
NEWCASTLE

## CARETAKER

Newcastle upon Tyne Royal Grammar School  
Required as soon as available



### THE POSITION

We have an exciting opportunity for a dedicated and enthusiastic individual to join our existing caretaking team in providing a high quality and responsive custodial service for all the School's facilities.

The School's Caretaking Team is part of a multi-disciplined Facilities Team consisting of four Caretakers, two Maintenance Staff, three grounds staff and twenty-four Domestic Staff. The successful candidate will be required to provide custodial, security and first-line maintenance services for the whole School.



## 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 Northeast 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 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.





## Academic Success

RGS is a special place, known and respected throughout the whole country as well as the Northeast. 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 the overall national 'Independent School of the Year' by The Telegraph Group's Independent School Parent Awards. Most recently, the school was again named Northeast 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.



## 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 programs are designed to help students develop essential life skills, from self-awareness to decision-making and self-organisation.



## Pastoral Care

We understand that all 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.

## MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Facilities Services Manager, the Caretaker's responsibilities will include but are not limited to:

## 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 & Child Protection policy and Code of Conduct.
- Staff will receive appropriate child protection training and online safety training which is regularly updated.

## SECURITY & EMERGENCY

- Ensure the health and safety of pupils, staff and visitors wherever possible and contribute to the provision of a safe, secure and comfortable working environment for the whole school.
- Ensure that the buildings and school site are secure, particularly out of school hours. These duties are done on a rotational shift basis that allows for leave, training, sickness and such overtime as required to meet the school's operational needs.
- Patrol and inspect the interior and exterior of the school's facilities on foot. Challenging any stranger found on site and responding promptly and safely to calls for assistance and emergency calls throughout the School.
- Act as a nominated keyholder, responding to out of hours or weekend calls to deal with security or emergency issues and be the school's point of contact for Police or Fire Service callouts, alerting the Head of Facilities & Estates and the Facilities Services Manager to any risk or breach of security.
- Set and unset the school alarm system together with locking/unlocking gates and internal/external doors, ensuring all windows are closed and locked, that the school's buildings and grounds are secure at the end of the day and that the alarm system is functioning properly.
- Responding to and resetting the school's alarms and, in the absence of the Schools Facilities Services Manager, liaise with the police and alarm company.
- Check and secure the School premises following any out of hour's intruder alarm activation, make emergency repairs or allow access to contractors who may be working on the site, in school holidays or weekends.
- Checking for damage/security every morning on arrival at the premises.

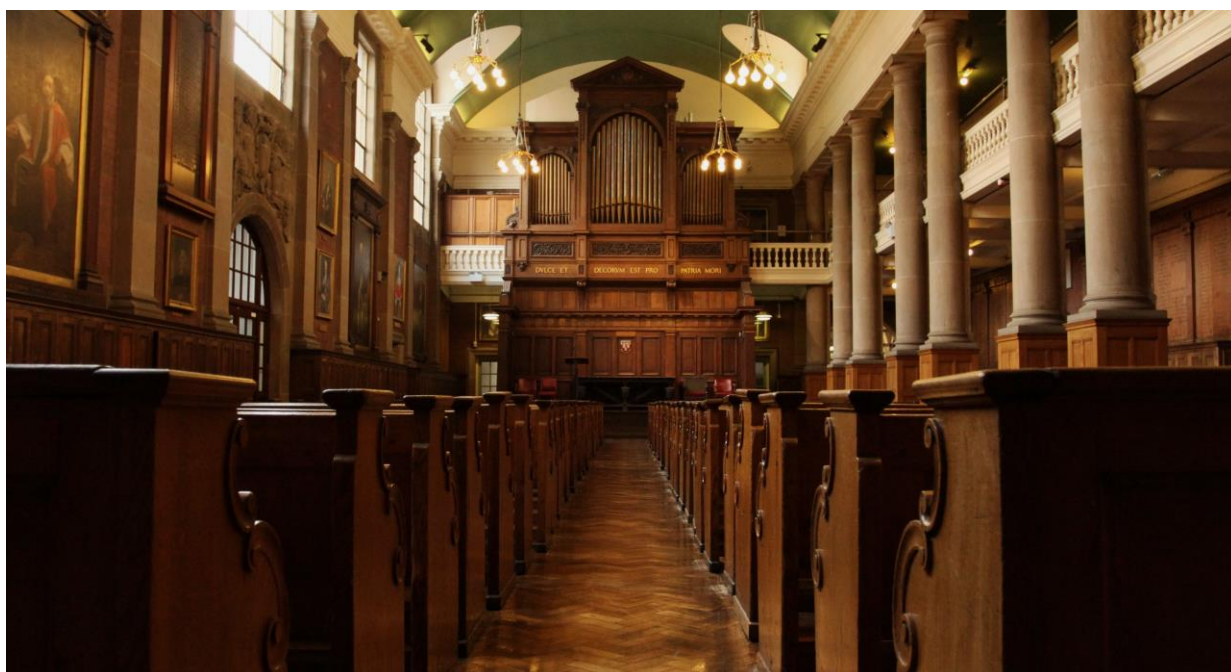
## CAR PARK MANAGEMENT

- Prevent unauthorised parking and access past the road barrier and gates.
- Control the safety of pedestrians within the car park and temporary car parks when in operation.
- Give directional advice to visitors for parking and then onto their final destination within the School site.



## REPORTING

- Report incidents to the Head of Facilities & Estates and Facilities Services Manager and record these in relevant log(s).
- Report serious hazards and occurrences to the Facilities Services Manager immediately, making safe any hazards where possible and ensuring the area is cordoned off.
- Identify and report maintenance and repair jobs to the Maintenance Department (verbally, helpdesk etc.)
- Identify and report Health and Safety incidents (near misses), accidents and hazards to The Head of Facilities and Estates, Facilities Services Manager and other relevant parties.



## GENERAL DUTIES

- Assist the Facilities Services Manager in providing a safe environment for the School community and its visitors.
- Perform duties in accordance with health and safety procedures and policies, taking remedial action where hazards are identified.
- Report serious hazards and occurrences to the Facilities Services Manager immediately, making safe any hazards where possible and ensuring the area is cordoned off.
- Undertaking custodial duties across the School estate, cover absences and provide additional help to other teams when required.
- General portage duties including movement of furniture and equipment within the School and delivering parcels.

- Receive and check goods and supplies, taking them to departments and addressees.
- Support the setting up for events and clearing away afterwards to ensure the School is ready for pupils the following day as directed by the Facilities Services Manager.
- Carryout safety monitoring activities including emergency lights, portable firefighting equipment checks and weekly fire alarm tests, record findings and reporting as necessary.
- Ensure that clear passage is maintained on fire escape routes and that the site is safe and tidy e.g. moving boxes, replacing moved furniture.
- Ensure plant rooms are tidy and that no flammable material is stored there.
- Ensure all custodial materials, tools and equipment are in a safe condition at all times.
- Any other duties associated with the role of a caretaker as may from time to time be required.





## ADDITIONAL DUTIES

- Provide escorts to parents, contractors, visitors and relevant others throughout the day as required.
- Provide agreed support for events and activities as required.
- Minor joinery and plumbing repairs, including dosing water systems.
- Operation, daily monitoring and routine maintenance of the swimming pool including removing and replacing the pool cover in collaboration with Sports Centre staff.
- Monitor water quality in domestic hot water systems.
- Driving the van and minibuses as required.
- Regular checks, cleaning and basic maintenance of the School's van and three minibuses.
- Deliveries to the Post Office, bank and other local addresses.
- If required, covering for grounds staff for litter picking and emptying waste bins and for basic grounds maintenance tasks.
- Maintaining stocks of copying paper, other stationery and loading of photocopier paper stock in copier rooms.
- Checking for damage and faults to the building fabric, furniture and equipment and instigating repair/replacement as necessary.
- Routine operation of heating and ventilation and lighting systems, including effective energy management.
- Front line maintenance of heating and ventilation systems, including replacement of filters.
- Front line maintenance and clearing of drains, roof gutters and down pipes (where safe access is available), and gulleys.
- In the absence of the Facilities Services Manager, the other three caretakers will have specific responsibility for keeping statutory records relating to:
  - Fire alarm systems and firefighting equipment
  - Heating and ventilation plant maintenance
  - Swimming pool water quality
  - Domestic water quality; and
  - Minibus checks and maintenance
- Undertake any other reasonable duties.

## SKILLS, EXPERIENCE AND QUALIFICATIONS

### Essential

- A commitment to supporting the School's ethos by assisting in providing and maintaining excellent facilities;
- A good knowledge and understanding of the caretaking role.
- A strong appreciation of the health and safety issues associated with building and custodial work.
- A clean valid driving licence (preferably including Class DI).
- Customer focused with an ability to be flexible and sensitive to the needs of a wide range of school users.
- A commitment to undertake training and professional development.
- A professional, positive and enthusiastic approach to work including:
  - Good timekeeping.
  - Tidy appearance.
  - Confident and courteous in dealing with all stakeholders.
  - Good verbal and written skills.
  - A flexible and adaptive approach to new and often competing demands.



## SKILLS, EXPERIENCE AND QUALIFICATIONS

### Continued

#### Desirable

- Experience of working in a school or similar environment.
- First Aid training or willingness to undertake it.
- Manual Handling experience and training.
- Working at heights experience and training.
- Basic IT skills to include Microsoft Word and outlook.

#### Personal Attributes

The ideal candidate will be:

- A positive, proactive and forward-thinking manner, with a 'can do' attitude.
- An industrious and reliable approach to work including being organised and methodical.
- A self-motivated individual with the ability to work within a team or independently with minimal supervision.
- A person who takes pride in the quality of their work.
- Practical and logical; able to solve problems quickly.
- Have an appreciation of the wider issues and responsibilities associated with working among young people in an educational environment.



## 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 start date for this role will be as soon as possible following completion of the School's Safer Recruitment checks.
- The post will report to the Facilities Services Manager and sit within the School Operational Team.
- This is a permanent role with the School and the successful candidate will be employed on an all-year-round contract which includes attendance on all staff days and training days throughout the year.
- The successful candidate will also be expected to work the mandatory safeguarding training day in September each year, which is compulsory for all staff.
- The successful candidate may also be required to work limited special events in School (e.g. RGS Day) with advance notice being given by the school.
- This is a full-time, full year permanent role and includes all staff training days and the compulsory safeguarding training day at the start of each academic year (date varies each year).
- Working hours will be 40 hours per week. Normal shifts will be 8 hours long with the earliest start being 6am and the latest finish being 10pm, Monday to Friday, all year round. There are 4 different shifts throughout the 6am-10pm window and the caretaking team use a rota system which is agreed in advance.
- The Caretaker will also be expected to work weekends on rotation with the other caretaking staff, details of which can be discussed at interview.
- The Caretaker 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.
- Holidays - This role is not limited to term time only and the school offers a generous annual leave entitlement of 31 days plus Bank Holidays for staff who work all year round. Staff are required to save 5 days of annual leave for when the school is closed over the Christmas period.
- The Caretaker is entitled to a 30-minute unpaid lunch break.
- **The salary is circa 28.9k gross per annum for 40 hours/week which is inclusive of an 11% shift allowance.** The actual salary offered will reflect the experience and skills offered by the successful candidate. Additionally, other caretaking specific allowances will also apply to this role and will be discussed with applicants during interview.
- RGS staff salaries are reviewed on 1<sup>st</sup> 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.

## 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 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 program 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.
- Access to the school's library service and a wide range of reading materials.

## 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) in the first instance. For an informal chat about the post, contact Simon Lymn on 0191 281 5711.

Please visit [www.rgs.newcastle.sch.uk/join-us/work-with-us](http://www.rgs.newcastle.sch.uk/join-us/work-with-us) to access our application form and further information for applicants.

To apply for this post please submit the following to [jobs@rgs.newcastle.sch.uk](mailto: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 23<sup>rd</sup> June 2025

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 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)

