

**EXTERNAL
RELATIONS
ADMINISTRATOR**
(Part Time, Fixed Term)

**Job
Information**



RGS
NEWCASTLE

EXTERNAL RELATIONS ADMINISTRATOR (Part Time, Fixed Term)

Newcastle upon Tyne Royal Grammar School
Required from September 2025



THE POSITION & THE TEAM

The External Relations Team at RGS is responsible for supporting the school to communicate with, engage and motivate a broad range of stakeholders. This includes:

- Leading the school's marketing activities, to inspire prospective parents to consider RGS Newcastle.
- Delivering high quality and engaging communications content, through our website and social media channels, PR coverage, major publications as well as regular communications and events with current parents and internal staff.
- Maintaining contact with our c10,000 alumni of Old Novocastrians, former staff and former parents, through valued and engaging events and publications, and in particular the RGS Archive; and
- Galvanise the whole RGS community to support 'RGS Gives' through a wide range of inspiring fundraising activities appropriate to the variety of motivations of different supporters.

We are looking for an Administrator (fixed term) who will have a super varied role and we can promise almost every day will be different! You'll be thanking and feeding back to our donors, reconciling income, taking event bookings and will enjoy life supporting colleagues in our busy and creative team.

Crucially you will support our ambitious fundraising plans and our campaign 'RGS Gives' in order to expand:



RGS Bursaries, which enable the brightest young people from across the North East to attend RGS, regardless of their family's background, which have already supported 500 families; and



RGS Partnerships, which work alongside State school partners, and already reach over 10,000 of young people across the North East, each year.

Job Description: External Relations Administrator (30 hours/week Fixed Term)
Closing Date: 9.00am Monday 28th July 2025
Contact: Susan Beck (Director of External Relations) s.beck@rgs.newcastle.sch.uk

THE SCHOOL

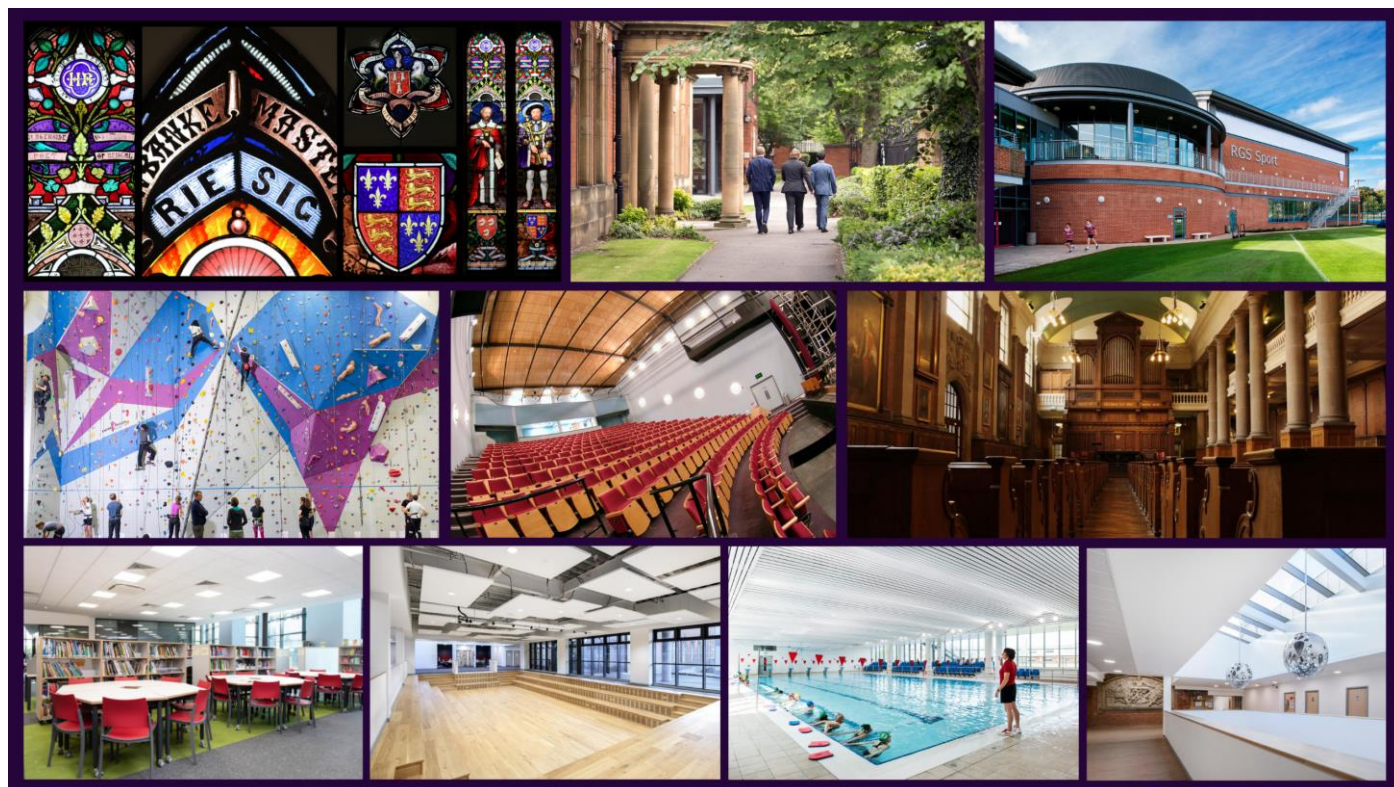
In 1525, the Mayor of Newcastle, Thomas Horsley, wrote his will, in which he generously gifted his estate to fund a grammar school. Five centuries later, Horsley's vision lives on in the Royal Grammar School Newcastle's corridors and classrooms, and his philanthropic spirit drives the RGS's commitment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



Job Description: External Relations Administrator (30 hours/week Fixed Term)

Closing Date: 9.00am Monday 28th July 2025

Contact: Susan Beck (Director of External Relations) s.beck@rgs.newcastle.sch.uk

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 the overall national 'Independent School of the Year' by The Telegraph Group's Independent School Parent 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, and Independent Senior School of the Year in the TES Awards 2025.

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 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.

MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Director of External Relations, the External Relations Administrator's responsibilities will include but are not limited to:

PRINCIPLE DUTIES

External Relations

- Respond to incoming telephone/email/written enquiries on behalf of the External Relations Team.
- Manage the processing of data on the Raiser's Edge database, including the input of new donations.
- Thank donations and implement donor recognition opportunities.
- Handle responses to mailings, including updating data and following un-returned mail.
- Support a number of annual fundraising appeals, including mailings and the donated deposit scheme.
- Submit termly gift aid claims.
- Manage merchandise stock, including fulfilling orders and sourcing and ordering new stock.
- Support Thredaware activities.
- Support parent fundraising or social activities, such as the Junior School Parents' Group.
- Coordinate Raiser's Edge data alongside other systems, for example the school's iSAMS database and records held on leavers' destinations and undertake a monthly reconciliation with finance.
- Undertake research as directed, including identifying and contacting Old Novocastrians and researching potential trust and corporate supporters.
- Coordinate the administration of guest speakers, including ensuring that rooms are booked, students are aware and that speakers are briefed and thanked.
- Support the administration and planning of key events, including sending invitations and coordinating responses to events.
- Prepare for and greet key guests, including from time to time taking Old Novocastrians or parents on tours of the school.
- Prepare performance reports, including monthly income and expenditure and other KPIs.
- Other specified and reasonable External Relations tasks as may be required from time to time.

Job Description: External Relations Administrator (30 hours/week Fixed Term)

Closing Date: 9.00am Monday 28th July 2025

Contact: Susan Beck (Director of External Relations) s.beck@rgs.newcastle.sch.uk

Marketing and Communications

- Support the Marketing and Communications Manager with website updates.
- Support the Marketing and Communications Manager with updating the school's main social media channels, ensuring that content is accurate, relevant and up to date.
- Assist with the coordination of the school's electronic newsletters.
- Assist with management of the school's image library, working with all departments to ensure photographs are labelled correctly.
- Support the production of marketing materials, publications, booklets, flyers, posters and digital adverts.
- Other specified and reasonable marketing and communication tasks as may be required from time to time.

Admissions

- At peak times, provide administrative support to the Marketing and Admissions Lead with marketing activities and events related to the admissions process.



QUALIFICATIONS/TRAINING/KNOWLEDGE/SKILLS

All essential unless otherwise stated.

- Excellent computer literacy, including essential understanding of Microsoft Office programmes including Outlook, Word, Excel and PowerPoint and desirable experience in the use website content management systems and contacts databased (for example Raiser's Edge or ISAMs)
- Energy and willingness to work in a busy and vibrant team and the flexibility to adapt to new opportunities.
- Self-motivated and able to work both with minimal supervision and as a member of a team.
- An ability to prioritise and work to deadlines, working quickly and accurately.
- An ability to receive, process and convey information concisely and accurately.
- A creative thinker, with enthusiasm to suggest new ideas.
- Good communication skills, both written and verbally.
- Excellent interpersonal skills and an ability to establish rapport quickly and professionally.
- An understanding of the need for sensitivity and confidentiality in dealing with personal data.
- An understanding of the need to adhere to policies and procedures, some of which are legal requirements.
- A commitment to the independent sector in education.
- An understanding 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 post will report to the Director of External Relations and sit within the School Operational Team.
- This is a fixed term appointment with the school expected to start on 1st September 2025 (pending completion of the successful candidate's pre-employment checks). The contract is expected to end on 10th July 2026.
- The working hours will be part time, 30 hours per week, all year round. Days of work can be agreed with the successful candidate, but it is expected that the pattern will be 4 days of 7.5 hours.
- The successful candidate will be entitled to a 30-minute break if working over 6 hours.
- 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.
- The salary will be c.£26k gross per annum (full time equivalent), c.£21k gross per annum for 30 hours per week. The salary for the fixed term period is c.£18k.
- 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 all year-round support staff. Holiday entitlement will be pro rata based on hours worked.
- 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.
- 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.
- 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 Mrs Susan Beck (Director of External Relations). For an informal chat about the post, contact Susan Beck on 0191 281 5711.

Please visit 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 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 28th July 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, so applicants should arrive for interview with a clear idea of what would be involved in moving to the area (if necessary) and working at the RGS.

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 regardless of neurodivergence, age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Job Description: External Relations Administrator (30 hours/week Fixed Term)

Closing Date: 9.00am Monday 28th July 2025

Contact: Susan Beck (Director of External Relations) s.beck@rgs.newcastle.sch.uk

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

www.rgs.newcastle.sch.uk



Job Description: External Relations Administrator (30 hours/week Fixed Term)

Closing Date: 9.00am Monday 28th July 2025

Contact: Susan Beck (Director of External Relations) s.beck@rgs.newcastle.sch.uk