

**Catering
Assistants
(Part Time)**
**Job
Information**



RGS
NEWCASTLE

Catering Assistants (Part Time) x 3 posts

Newcastle upon Tyne Royal Grammar School
Required as soon as available



THE POSITION

We have a fantastic opportunity for 3 x professional and enthusiastic Catering Assistants to join our Catering Services team in producing high quality food for our pupils and staff in our busy school.

The Catering Assistants will provide a high quality, professional and responsive catering service to the Junior and Senior Schools and staff, reporting to the Head of Catering Services.

Service is cafeteria style and offers a wide choice including soup, a choice of hot and cold main courses and puddings, a vegetarian dish, open sandwiches, and salad meals. The team prepare around 1,500 meals each day as well as preparing several formal dinners over the academic year for between 30 and 120 guests. Very little frozen food is used and the team, working together, takes great pride in producing interesting and healthy food whilst catering for a wide variety of dietary requirements.



Job Description: Catering Assistants x 2
Closing Date: 9.00am Monday 22nd September 2025
Contact: Graeme Toms (Head of Catering Services) g.toms@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.



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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 the overall national 'Independent School of the Year' by The Telegraph Group's Independent School Parent Awards. 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. Most recently, the school was named Independent Senior School of the Year at the TES Awards.

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 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.



THE CATERING SERVICES TEAM

The Catering Assistant will join a multi-disciplined catering team consisting of the Head of Catering Services, 1 Head Chef, 3 Assistant Chefs and a team of Catering Assistants.

MAIN DUTIES AND RESPONSIBILITIES

The principal duty will be to support the chefs in food preparation and service for students, staff and visitors to the school. Other duties will include:

CATERING DUTIES

- General cleaning duties.
- Occasional weekday and weekend overtime.
- Lunch counter service when required.
- Setting up of functions including internal and external events, parent conferences, student interviews and exams etc.
- Working independently or in close cooperation with other support staff teams, actively assisting in the provision of support services across the school, e.g., setting up and clearing away after events to ensure the school is ready for students the following day.
- Other reasonable additional duties which may be required from time to time.

SAFEGUARDING

- To demonstrate a personal commitment to safeguarding students and colleagues' wellbeing.
- 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.

OTHER

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



KEY QUALIFICATIONS, TRAINING, KNOWLEDGE & SKILLS

The following are essential:

- Experience of working in a school or similar environment.
- A Food Hygiene Certificate.
- Good verbal communication skills.
- A strong commitment to quality standards and good practice as they relate to catering operations, including:
 - An awareness of health and safety, food safety, safe use of cleaning materials and environmental health issues associated with an understanding of COSHH Safety procedures.
 - An understanding of hygiene control.
 - An understanding of different dietary requirements and food allergies
- A willingness to actively support the ethos and vision of the school.
- The post holder must show a professional, positive and enthusiastic approach to work and must be flexible and sensitive to the needs of a wide range of school users.
- They must:
 - be customer focused.
 - be confident and courteous.
 - be organised and methodical.
 - have good timekeeping.
 - have a tidy appearance.
- Show an understanding, or willingness to learn the issues associated with working among young people in a school.
- An ability to work as a member of a team in a busy environment.

HEALTH & SAFETY

An awareness of health and safety, environmental health issues are essential. Assisting the Head of Catering Services in providing lunch for over 1500 pupils and staff in a safe environment for the school community and its visitors, the post holder must perform their duties in accordance with the school's health and safety procedures and policies, taking remedial action and reporting hazards where additional action is required.

- Ensure that appropriate signage is in place when cleaning is in progress.
- Make safe any hazards where possible, and ensure the area is cordoned off.
- Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.



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.
- This is a permanent term time only position.
- Normal hours of work are 11.30am-3.00pm, Monday to Friday inclusive (17.5 hours per week during term time).
- The school also has a wide range of functions which require catering, and Catering Assistants will be expected to be available to work at some of these events which could include evening and weekend work, from time to time.
- The Catering Assistants are paid throughout the year although only formally required to attend for work during term time and a few days before the start and after the end of each term. This means that in general, the holiday entitlement is about 65 days each year, allocated across the school holidays.
- In addition, all staff must attend all staff training days which are spread throughout the year and 1 safeguarding training day in September each year (dates vary each academic year). Payment for these days is built into the Catering Assistant's salary.
- Given the requirements of the role, holiday during term time is not permitted.
- The salary for this position is in the region of 23k gross per annum (Full Time Equivalent). As this role is part time (17.5 hours) and term time only, the actual salary is adjusted to approx. 10k gross per annum.
- Salaries are paid in twelve equal monthly instalments.
- RGS Support Staff salaries are reviewed on 1st August each year.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data protection, use of ICT facilities, Child Protection, Staff Code and Health and safety, a copy of which will be made available.



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.

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- 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.



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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 Graeme Toms (Head of Catering Services) in the first instance. For an informal chat about the post, contact Graeme Toms 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 22nd September 2025.
Early applications are encouraged, and candidates may be invited to interview prior to the closing date. The school reserves the right to remove the advertisement at its discretion.

Interviews will be held shortly after the closing date. We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on provision of receipts. If your expenses will be significantly higher than £100 and an overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact the Head's Secretary, Sandra Ellis S.Ellis@rgs.newcastle.sch.uk in advance of your interview, who will talk you through the policy and advise on eligibility for reimbursement.

Safeguarding and Safer Recruitment

RGS is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's 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 2025)

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.

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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



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