



HR Assistant
Job
Information



RGS
NEWCASTLE

HR Assistant

Newcastle upon Tyne Royal Grammar School
Required as soon as available



THE POSITION

We have a rare opportunity for someone to join us as a HR Assistant at the Royal Grammar School Newcastle.

This a varied role which will provide efficient and confidential administrative support to the HR function, ensuring the smooth running of HR processes and compliance with safer recruitment practices in line with Independent School standards and statutory requirements.

This role forms part of a small, dynamic HR team of three within a busy department supporting an organisation with over 250 employees as well as volunteers, self-employed service providers and peripatetic teachers. It may particularly suit someone looking to develop their career in HR, with aspirations toward more senior roles in the future.

RGS is a vibrant school, and you will need to be able to work flexibly and show a good use of initiative. Experience of working in a school is desirable but not essential.



Job Description: HR Assistant
Closing Date: 9.00am Monday 29th September 2025
Contact: Louise Ledger (Head of HR) l.ledger@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.





RGS
NEWCASTLE

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.



Job Description: HR Assistant

Closing Date: 9.00am Monday 29th September 2025

Contact: Louise Ledger (Head of HR) l.ledger@rgs.newcastle.sch.uk



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.



RGS
NEWCASTLE

MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Head of HR, the HR Assistant's responsibilities will include but are not limited to:

HR Administration / General Duties

- Providing general HR administrative support to the Head of HR and wider team.
- Manage incoming emails to the HR inbox and direct messages to the appropriate team member in a timely manner.
- Handle daily HR administration queries by phone and email, resolving and escalating where appropriate.
- Accurately maintain manual and computer records and systems as required ensuring compliance with department, school, and legal requirements.
- Input and update personal data on the HR systems, ensuring that security and confidentiality of the data is maintained.
- Using templates, assist with the preparation of standard HR letters and communications for flexible working, maternity and paternity leave requests, and other changes to employment terms and conditions etc.
- Support the Head of HR and team in preparing and submitting accurate payroll data to the Finance department.
- Monitor the probation periods for staff and arrange review dates.
- Plan and co-ordinate appraisal review dates and chase up outstanding appraisals.
- Take accurate minutes and prepare HR documentation for meetings and hearings as requested.
- Review and report on equal opportunities and HR data and trends.
- With the Head of HR, ensure that HR policies are regularly reviewed and updated as required.
- Support with the digitalization of staff records/ documents in a systematic and accurate way.

Sickness and Absence

- Track, log and monitor sickness and absence, obtain required paperwork, and advise managers on absence management.
- Complete return to work procedures, meetings, and paperwork as appropriate.
- Review sickness patterns, as appropriate, and prepare and present absence management data and reports as required.

Job Description: HR Assistant

Closing Date: 9.00am Monday 29th September 2025

Contact: Louise Ledger (Head of HR) l.ledger@rgs.newcastle.sch.uk



RGS
NEWCASTLE

Recruitment & Onboarding (internal and external)

With guidance from the Safer Recruitment Lead:

- Work collaboratively to manage the Jobs inbox. Assist with acknowledging applications, answering candidate queries, calling references etc.
- Assist with updating candidates on shortlisting decisions via email.
- Assist with coordinating interviews (i.e. room bookings, managing interview tasks) and communicating with candidates through the recruitment process.
- Support safer recruitment pre interview processes including conducting internet searches on shortlisted candidates.
- Maintain accurate records of recruitment and onboarding documentation.
- Assist with other recruitment tasks from time to time.
- Assist with the administration of new staff induction events (normally June and August/September).
- Compiling HR information regarding reference requests for staff.

Compliance & Safeguarding

With guidance from the Safer Recruitment Lead:

- Ensure all HR practices comply with ISI (Independent Schools Inspectorate) and safeguarding requirements as outlined in Keeping Children Safe in Education (KCSIE).
- Support training records and compliance with mandatory safeguarding, Online Safety, The Prevent Duty.
- Set up training plans on EduCare (TES) as requested and assist with maintaining records on all training.
- Support the Safer Recruitment Lead in booking safeguarding briefings with Designated Safeguarding Lead (DSL) for new starters.
- Develop and maintain a central record of contractor checks in line with Keeping Children Safe in Education.

Employee Relations & Support

- Be a point of contact for staff queries regarding HR policies and procedures.
- Support the Head of HR, the DFO and other colleagues with employee relations cases, note-taking, and documentation.
- Assist with staff wellbeing initiatives and internal communications.

Job Description: HR Assistant

Closing Date: 9.00am Monday 29th September 2025

Contact: Louise Ledger (Head of HR) l.ledger@rgs.newcastle.sch.uk



Leavers & Offboarding

- Following the schools staff leaver process, ensure that leavers are recorded at the appropriate time.
- Arrange for exit interviews to take place, conducting them when required.
- Produce leaver statistics and leaver reports as required.
- Record keeping filing (physical and electronic)
- Archiving HR records at key points during the year.

Other

- Provide general absence cover within the HR department, and a willingness to support wider HR projects.
- Provide administrative support for HR projects and initiatives.
- Liaise with payroll and finance teams regarding staff changes and updates.
- Contribute to a positive and professional HR service across the school.
- Any other duties as required.





PERSON SPECIFICATION

Essential

- The enthusiasm, commitment and drive to support the efficient running of the school's HR processes, recognising their importance in the success of the whole school, matched by a warm, friendly and supportive manner
- An ability to process information precisely and accurately.
- Excellent IT skills, including Office 365 programs (Word, Excel, Forms, SharePoint, PowerPoint and Outlook)
- Awareness of confidentiality, legal compliance, and safeguarding responsibilities within an educational setting.
- Commitment to continued learning, taking responsibility for own CPD.

Desirable

- Previous experience in a similar role
- Knowledge of iSAMS, our school management information system.
- Experience of working with HR Systems such as HR Pro, Every, Sage.
- Experience in the education sector.
- CIPD Level 3 and/or practical HR experience or a willingness to work towards a HR qualification.
- A good level of up-to-date knowledge of Employment Law legislation and HR practice.

PERSONAL QUALITIES

- Friendly, approachable and honest.
- The ability to build and maintain strong positive relationships with stakeholders in a professional and approachable manner.
- An understanding of the need for sensitivity and confidentiality in dealing with personal data.
- A willingness to be flexible and adapt to new circumstances, requirements, and technologies.
- Excellent communication and interpersonal skills.

- The ability to work as a member of a team, or as an individual with minimal supervision.
- The ability to prioritise workload and produce accurate work to tight timescales.
- The ability to multi-task and work to achieve tight and ever-changing deadlines and to always remain professional.
- Be a self-motivator, problem solver and be able to use initiative in the role to overcome challenges.
- A positive, proactive and forward-thinking manner, with a 'can do' attitude.
- A commitment to supporting the successful education and development of young people in an independent school.





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.

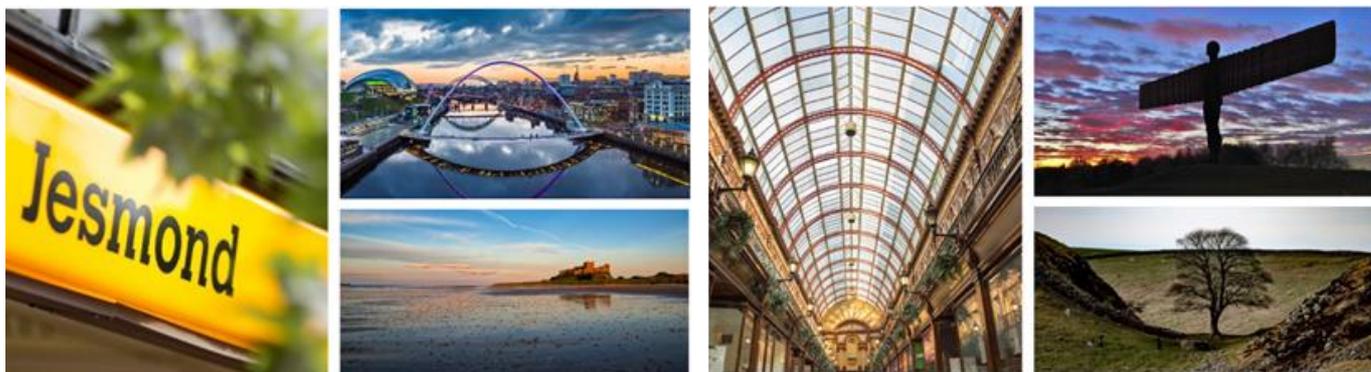
If you like sport then there's certainly no shortage of top-class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice 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

Start Date:

- As soon as possible following completion of the School's Safer Recruitment checks.

Line Management:

- The post will report to the Head of HR and sit within the School Operational Team.

Contract Type:

- The role could either be all year round or offered as term time only + staff training days. We welcome a conversation about both options with candidates during interview.
- This is a permanent role with the school.

Training:

- The successful candidate will also be expected to work the mandatory safeguarding training day in September each year, which is compulsory for all staff. Payment for this day has been incorporated into the annual salary.
- If a term time only + contract is offered, the HR Assistant will also be expected to work on all staff training days and half days.

Special Events:

- 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.

Working Pattern:

- Normal core working hours for the role will be 37.5 hours per week, 8.30am – 4.30pm (7.5 hours per day).

Salary:

- In the region of 27-28k gross per annum (Full Time Equivalent, all year round).
- Or circa 21-22k gross per annum for term time only + staff days.
- RGS staff salaries are reviewed on 1st August each year.

Holidays:

- 31 days + bank holidays for all year-round staff.
- Term time only staff will be entitled to normal RGS school holidays with pay (pro rata). For term time only staff, holidays during term time are not normally permitted.

Policies:

- 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.

Job Description: HR Assistant

Closing Date: 9.00am Monday 29th September 2025

Contact: Louise Ledger (Head of HR) l.ledger@rgs.newcastle.sch.uk



- 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 Louise Ledger (Head of HR) or the HR team in the first instance. For an informal chat about the post, contact Louise Ledger 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 29th September 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 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.

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: HR Assistant

Closing Date: 9.00am Monday 29th September 2025

Contact: Louise Ledger (Head of HR) l.ledger@rgs.newcastle.sch.uk