

Dear Applicant

Thank you for requesting details of the post of Lettings Assistant at Newcastle High School for Girls. I hope that the enclosed information will encourage you to apply for this important role in our successful and happy school. You will also find that the School offers a very pleasant and supportive atmosphere in which to work.

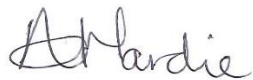
I regard every member of staff as extremely important. It is essential that anyone joining Newcastle High School for Girls has the ability and drive to help us improve further by participating wholeheartedly in all aspects of school life and promoting our ethos.

We are all committed to helping every individual in the School, both staff and pupils, to achieve their full potential. We have a thorough Induction Programme for all staff and the Staff Room is lively and welcoming.

Extensive building and refurbishment programmes in recent years mean that both our Senior and Junior School sites have some of the most impressive school facilities in the region and, indeed, the UK.

I do hope that you will apply for this post. Newcastle High School for Girls is a wonderful School in which to work and this is an exciting opportunity. I look forward to hearing from you.

Yours faithfully



Mrs A Hardie
Head

About the School



Newcastle High School for Girls is the North East of England's only independent girls' day school for pupils aged 3-18, and a leading choice for families seeking an outstanding education for girls.

Founded in 2014 through the merger of two long-established schools, NHSG combines state-of-the-art facilities with an educational heritage stretching back more than 150 years. This blend of forward-thinking practice and deep-rooted tradition underpins an education that is academically ambitious, carefully structured and firmly focused on the needs of girls.

We are proud to be part of the Girls' Day School Trust (GDST), a family of leading girls' schools across the UK. As a GDST school, NHSG benefits from the strength, stability and shared expertise of the Trust, alongside the opportunity to collaborate with colleagues and pupils nationally, while retaining our own distinctive character and strong local identity.

We are an all-through school, educating around 700 girls across our Junior and Senior Schools, supported by approximately 150 dedicated staff. With around 250 girls in the Junior School and 450 in the Senior School, including over 100 in the Sixth Form, our size enables us to offer a broad and challenging curriculum alongside genuinely personalised support. Girls are well known as individuals, and strong relationships sit at the heart of a friendly, purposeful and welcoming community.

Our Junior and Senior Schools are based on separate campuses, around a mile apart, in the leafy suburbs of Jesmond and Sandyford. Both sites benefit from excellent public transport links via national rail, the Tyne & Wear Metro and bus services, making them easily accessible from across the region. This role is based at our Senior School campus.

NHSG is a popular choice for families throughout Tyne & Wear, as well as Durham, Northumberland, the Tyne Valley, the Borders and Teesside. Girls join us at every stage of their education, attracted by our academic reputation, the focused experience of single-sex education and the quality of pastoral care that underpins all we do.

Pupils at NHSG are bright, curious and ambitious, with a strong appetite for learning and high expectations of themselves. Teaching is purposeful, intellectually engaging and supported by a strong academic culture, and public examination outcomes are consistently excellent. Girls go on to study a wide range of competitive courses at leading universities in the UK and overseas.

Just as importantly, NHSG is highly regarded for achieving these outcomes within a notably warm and supportive environment. Pastoral care is a clear strength of the school, ensuring every girl feels known, confident and supported to thrive - academically, personally and socially.



About the Lettings Assistant role



We open our site to a wide range of external users including sports clubs, community groups, corporate clients and event organisers.

Our lettings programme is an important part of our connection with the local community and helps ensure that our excellent facilities are utilised to their fullest potential in a way that is safe, professional and welcoming.

As a Lettings Assistant, you will provide a high-quality service to organisations hiring the school facilities. You will work as part of our small lettings team to meet and greet our lettings customers and ensure the site facilities are appropriately used and are clean and secure at the beginning and end of each booked session. You will be expected to liaise with our customers in a friendly, polite, and professional manner at all times, as you would be representing the school in these interactions.

The role is advertised on a casual basis: you must be flexible enough to work as and when required to support our external lettings. Typically, this will be in the evenings and at weekends but could also include school holidays. It may also include additional hours to support school events.



About the Girls' Day School Trust



The GDST is a family of 23 independent schools and 2 all girls' academies across England and Wales. As specialists in girls' education, we tailor our teaching to the way girls learn best and instil in them the conviction that there is no limit to what they can achieve.

At GDST, we focus not only on what is learned but how it is learned. Ensuring our girls are confident and fearless, determined to show what they can do. Nothing holds our girls back – they are encouraged to embrace every role and subject. As a result, they trust their own abilities and are alive to every opportunity.

We concentrate on creating an environment where all can thrive and learn from one another. Physical and emotional well-being is paramount, which is why every GDST school provides an incredible array of extra-curricular activities and wellbeing programmes.

Within this family, networking opportunities enable staff to share best practice and develop initiatives that benefit all our schools and pupils. In addition to supporting the work of individual schools in providing excellent induction and development opportunities for staff, the GDST provides access to an extensive training programme, GDST Learn. This includes development opportunities and grants for some individual courses of study.