

**Executive
Assistant
to the Head
Job
Information**



RGS
NEWCASTLE

Executive Assistant to the Head

Newcastle upon Tyne Royal Grammar School
Required from September 2026



THE ROLE

This is an exciting opportunity for a highly capable individual to make a meaningful contribution to one of the region's leading independent schools.

The Executive Assistant (EA) will provide high quality, confidential and proactive administrative support to the Head of RGS Newcastle, who also serves as the Executive Head of the RGS Newcastle Group. The role is pivotal in providing an excellent level of organisation and effective management of the Head's professional commitment across the RGS Newcastle Group of Schools.

The role holder is expected to maintain the highest standards of professionalism, confidentiality, diplomacy and discretion. They will support strategic coordination and communication across the RGS Newcastle Group.



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.



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.



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 directly to the Head, the duties and responsibilities of the Head's Executive Assistant include (but are not limited to):

Administration and Support

- Act as the first point of contact for the Head, exercising sound judgment in handling enquiries and providing a professional and welcoming service to staff, parents, students, alumni, Governors and external stakeholders.
- Manage calls, emails and visitors appropriately whether they are responding or redirecting enquiries. Escalate issues requiring further action or decision-making and follow up proactively in a timely manner.
- Prepare briefing papers and meeting documentation and draft correspondence on behalf of the Head. Take responsibility for the preparation and compilation of formal correspondence, reports, email, mail merges, spreadsheets and databases in support of the Head. Thoroughly proofread all formal correspondence.
- Manage and maintain the Head's complex and evolving diary, prioritising between a wide range of commitments and resolving scheduling conflicts. Ensure all relevant events requiring the Head's attendance are accurately recorded and preparation time identified.
- Co-ordinate travel arrangements, making reservations, itineraries, accommodation and logistics where required.
- Oversee expenses associated with the Head's commitments and submit claims on their behalf.
- Provide daily briefings to the Head on key activities, upcoming commitments and priority issues.
- Proactively organise meetings and calls on behalf of the Head with staff, parents, students, alumni and external stakeholders.
- Book appointments, organise meetings and arrange refreshments, organise agendas and papers in advance and welcome visitors.
- Communicate with teachers, heads of department, administrative and other operational staff on behalf of the Head requesting information, making appointments, giving information. Liaise with other external organisations with whom the Head is associated such as HMC, Schools North East and ISC.
- Take accurate minutes where required, and track, update and monitor follow-up actions to ensure completion.
- Provide secretarial support for the termly ICC meetings and Governor Education Committee meetings. This includes preparing agendas, circulating papers and taking minutes.
- Provide support to the Head with policy updates and review as appropriate.
- Organise the process for appointment of positions of responsibility, eg Head Prefects and arranging relevant interviews and meetings.
- Support the HR team including with staff recruitment for senior and teaching roles, including liaising with candidates and department heads.

Office Management

- Act as a senior member of the Administration team.
- Promote effective communication and collaboration across support teams.
- Develop, maintain and continuously improve office systems and administrative processes ensuring effective management of data and records.
- Maintain accurate records in compliance with Data Protection and GDPR requirement.
- Securely archive and retrieve confidential documentation including safeguarding and child protection, ensuring information is accessible to the Head and other authorised names person.
- Coordinate prizes, Head's Commendations and Colours, organising prize vouchers and producing award certificates as required.
- Maintain the complaints records both electronic and in hard copy.
- Undertake project work and additional duties as directed by the Head.

Wider Leadership and School Support

- Work closely with Director of Finance and Operations, Heads of Westfield and RGS Junior School, RGS Deputy Heads and RGS SLT members.
- Work closely with other key administrative staff members such as the Clerk to Governors to coordinate and prepare for Governor and other committee meetings
- Assist with annual staff salary letter production.
- Assist with inspections, official visits and major school events.
- Work closely with the Events and Commercial Manager to support school events and external engagements and liaise with external agencies and organisations.
- Organise and compile guest lists for events hosted by the Head including invitations, event communications and mailing lists.
- Liaise with External Affairs, Marketing, Admissions and Development and assist as required during pressure periods (such as Open Mornings, Prizegivings, Carol Services, start of the school year and major alumni gatherings).
- Support the Leadership Team, the School Council and other relevant groups, preparing and posting relevant minutes, agendas and associated documents on the relevant shared areas or by other means of distribution.

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 training and other learning activities as required and participate in appraisal and professional development.

PERSON SPECIFICATION

The Executive Assistant to the Head should demonstrate the following experience, qualifications/skills and qualities:

Essential

- Demonstrable experience as an Executive Assistant or Personal Assistant.
- Ability to prioritise competing demands effectively and efficiently, completing high volumes of workload as and when demands require.
- Ability to communicate effectively and professionally on the phone and in person when engaging in all aspects of school life
- High level of numeracy and literacy with well-developed written and verbal communication skills, and strong attention to detail.
- Ability to build and maintain effective relationships, understanding the need to act with discretion and carefully manage sensitive information, maintaining confidentiality at all times.
- Being aware of and complying with policies and procedures relating to child protection, Health and Safety and security, confidentiality and data protection
- Have a good working knowledge of relevant school databases and software such as ISAMS, CPOMS, Office 365 including use of Word, Excel, Powerpoint, Microsoft Teams and OneNote, etc
- Availability out of hours is required when special circumstances apply e.g. ISI inspection preparation and attendance at some formal school events.

Desirable

- Previous experience working in an educational environment.

PERSONAL QUALITIES

Core Qualities and Values

- Highly organised and professional at all times
- Excellent interpersonal skills with positive approach and can-do attitude.
- Highly flexible and proactive, solving problems creatively and showing initiative and common sense
- Ability to work quickly and calmly under pressure, showing resilience in dealing with deadlines and priorities in a busy school environment.
- Tact and discretion along with personal presence, patience, sensitivity and maturity of approach;
- Punctual, reliable and trustworthy
- Self-motivated with the ability to multi-task
- High level of trustworthiness and able to work under pressure in a busy 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 in September 2026 following completion of the School's Safer Recruitment checks.
- The post will report to the Head. The role sits 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 Festival and RGS Open Day) with advance notice being given by the school.
- The normal working hours for this role are 37.5 hours per week, Monday to Friday, 8.30am to 4.30pm. However, due to the nature and seniority of the position, the successful candidate will be expected to demonstrate flexibility in order to meet the demands of the role. This may occasionally require working beyond normal hours to support evening meetings, school events and other commitments associated with the Head's responsibilities. Such flexibility is an integral requirement of the post and is reflected within the salary for the role.
- A starting salary will be in the range of £40 - £45k gross per annum, however the actual salary will reflect the experience and skills offered by the successful applicant.
- RGS staff salaries are reviewed on annually.
- Holidays –The school offers a generous annual leave entitlement of 26 days plus Bank Holidays.
- 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



Working Environment

- A warm, ambitious and supportive staff community, unified by shared values and a passion for helping young people thrive.
- Opportunities to engage in rich co-curricular life of the school including 170 clubs, societies and creative opportunities.



Food & Facilities

- Outstanding facilities across 30 acres, including state-of-the-art art studios, a modern Sixth Form Centre, Performing Arts Centre and extensive sports facilities including a 25m pool.
- Free use of the gym, fitness suite and swimming pool at permitted times.
- Complimentary lunch during term time
- Access to our modern school library and extensive reading materials.



Health & Wellbeing

- Optional healthcare plan, including optical, dental, physio cover and telephone GP access.
- Access to a 24/7 confidential counselling service.
- Access to the school medical team, including triage advice and free flu vaccinations.



Pension & Financial Benefits

- Support staff pension scheme (APTIS):
 - Minimum 3% employee contribution with a 7% employer contribution.
 - Salary Exchange available (optional).



Additional Benefits

- Life assurance scheme (Aviva): 5× annual salary.
- Eligibility for the RGS Support Staff Sick Pay Scheme (after a qualifying period).
- Interest-free loan for corporate Metro travel pass (T&Cs apply).
- Bike to Work scheme (T&Cs apply).
- Enhanced maternity pay.



Professional Development

- Opportunity for middle leaders and aspiring middle leaders to participate in a focussed training programme.
- Access to 100+ free online training courses
- Regular safeguarding training
- Ongoing training and development opportunities, including internal/external training
- Free entry to school productions in the Miller Theatre (Performing Arts Centre)
- Easy city-centre access, directly opposite Jesmond Metro station—ideal for commuting.

HOW TO APPLY

Candidates are advised to read the 'Information for Applicants' with particular care before applying.

Enquiries about this post should be directed in the first instance to jobs@rgs.newcastle.sch.uk

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.

Closing Date: 9.00am Monday 10th August 2026

Candidates are advised that interviews will likely be held w/c 17th August 2026.

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

The RGS Newcastle Group of Schools 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 application enquiries: jobs@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk

