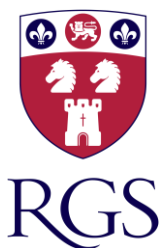




**DOMESTIC
ASSISTANT
JOB
INFORMATION**



RGS



DOMESTIC ASSISTANT

Newcastle upon Tyne Royal Grammar School

Required as soon as possible

We seek to appoint a professional and enthusiastic individual to join our domestic services team in providing a high quality and responsive cleaning service to work all year round at our school.

THE SCHOOL

Newcastle upon Tyne Royal Grammar School (RGS) has long had a reputation as a premier independent school in the North East. Founded in 1545, the School has over 1300 students, including more than 250 in the Junior School, and is located in Jesmond, within walking distance of the city centre, and adjacent to Jesmond Metro station. A boys' school since its foundation, girls were admitted to the Sixth Form in 2001 and the school became fully co-educational in September 2008.

In addition to its reputation for academic excellence, the school also enjoys a wide range of excellent resources and facilities, and its accommodation has been extensively rebuilt and refurbished in recent years.

THE POSITION

The post will be to provide a high quality, professional and responsive cleaning service to the Junior and Senior Schools, reporting to the Domestic Manager who in turn, reports to the Facilities Manager.

The Domestic Assistant will join a multi-disciplined facilities team consisting of three caretakers, two maintenance staff, three grounds staff and twenty-two domestic staff.

KEY DUTIES

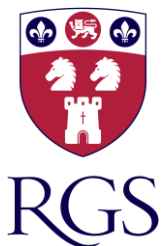
The principal duty will be to provide and maintain a clean environment for students, staff and visitors to the school. Other duties will include:

- Daily cleaning throughout the whole school, including teaching rooms, laboratories and other special facilities, common rooms, offices and all internal circulation spaces.
- Regular deep cleaning of the school out of term-time and for special events.
- Using a range of cleaning equipment, aids and agents, including vacuum cleaners, floor polishers and a range of appropriate cleaning materials.
- Collecting of waste from bins, including recycling bins.
- Reporting faults, e.g. broken furniture, failed lights, 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.
- Attending and participating in team meetings, training activities and performance development as required.
- Other reasonable additional duties which may be required from time to time.

Job description: Domestic Assistant

Deadline: 12noon, Monday 30th November 2020

Contact: Simon Lymn, Facilities Manager, s.lymn@rgs.newcastle.sch.uk



KEY QUALIFICATIONS, TRAINING, KNOWLEDGE & SKILLS

The following are essential:

- A minimum of one year's cleaning experience.
- Good verbal communication skills.
- A strong commitment to quality standards and good practice as they relate to cleaning operations, including:
 - An awareness of health and safety, safe use of cleaning materials and environmental health issues associated with an understanding of COSHH Safety procedures.
 - An understanding of hygiene control.
- 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.

The following are desirable:

- Experience of working in a school or similar environment.
- A qualification in cleaning science or similar.

HEALTH & SAFETY

An awareness of health and safety, safe use of cleaning materials and environmental health issues is essential. Assisting the Facilities Manager in providing 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.
- During cleaning operations, ensure clear passage is maintained especially on fire escape routes, and that the site is safe and tidy.
- Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
- Ensure that cleaning cupboards are tidy, and that tools and equipment are in a safe condition at all times.

Job description: Domestic Assistant

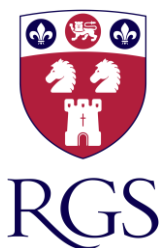
Deadline: 12noon, Monday 30th November 2020

Contact: Simon Lymn, Facilities Manager, s.lymn@rgs.newcastle.sch.uk

MAIN TERMS AND CONDITIONS

- Normal hours of work are 4pm – 8pm on school days and 7am – 11am Monday to Friday during the school holidays.
- Some work outside these hours, including weekends, may be required in connection with special events.
- Salaries are paid in twelve equal monthly instalments and at the equivalent rate of pay, £9.18 per hour.
- Holidays: All-year round domestic staff are entitled to 31 days' annual leave, five of which must be taken when the school is closed over the Christmas-New Year period. All other annual leave must be agreed by the Domestic Manager.
- There is no collective agreement in place affecting this employment.
- The school will be required to auto-enrol the Domestic Assistant into a qualifying pension scheme. The RGS Support Staff Pension Plan is such a scheme and the Domestic Assistant will be encouraged to join it.
- RGS contracts of employment have attached Disciplinary and grievance procedures, which are in line with current employment law and good practice.
- The Domestic Assistant will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme, details of which will be provided within the contract.
- All RGS staff are required to work in accordance with the school's Health & safety policy, Safeguarding and use of Communication and IT facilities; copies of which will be made available.
- New employees are required to complete a medical questionnaire, to be submitted in confidence to the School's Medical Officer (SMO), and the appointment is subject to a satisfactory report from the SMO.





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 award-winning BALTIC Art Gallery, and The Sage, 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 some really 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.

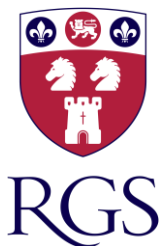


The RGS is on the edge of the city centre, a ten-minute walk from the main shopping areas.

Job description: Domestic Assistant

Deadline: 12noon, Monday 30th November 2020

Contact: Simon Lymn, Facilities Manager, s.lymn@rgs.newcastle.sch.uk



The leafy, affluent suburbs of Jesmond and Gosforth are close by with housing ranging from purpose-built flats in terraced streets and conversions of bigger houses to terraced houses, post-war semis and large, family-sized detached houses with big gardens. All of this is within walking distance of the school so no commute is needed. Properties are very affordable both within the city and the surrounding area. If you want to travel to work then you could wake up with a sea view, hop on the Metro and be at school just half an hour later. The region wins tourism and lifestyle awards for very good reasons!

HOW TO APPLY

Confirmation of any appointment offered can only be made when the following procedure has been fully completed.

All staff who work in a school environment and may have unsupervised access to children must receive a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS), which the School will arrange. The provisions of the Rehabilitation of Offenders Act 1974 regarding disclosure of spent convictions do not apply to those seeking to work in a School. We ask if you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exemptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account.

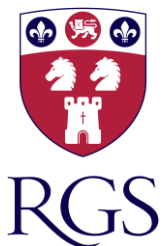
In addition, as the position may involve supervising children under the age of eight outside teaching hours or managing the supervision of children under the age of eight the declaration will ask if you are living in the same household as someone who could be a danger to children. We will ask you to sign a declaration to that effect.

- Confirmation of appointment to this post will be subject to:
 - receipt of a full, continuous, c.v.;
 - receipt of a satisfactory Enhanced Disclosure from the Criminal Records Bureau;
 - receipt of two satisfactory written references, one of which should be from the applicant's current or most recent employer;
 - a satisfactory Disqualification by Association declaration; and
 - a satisfactory medical screening report.
- Applicants must provide:
 - a completed RGS job application form;
 - a full c.v. (which under the regulations for selection of school staff must provide a continuous employment record and account for any gaps in employment);
 - a supporting letter setting out the strengths which the applicant believes he/she would bring to the post;
 - their daytime and home / mobile contact numbers;
 - their e-mail address; and
 - the names of two referees (one of whom should be their current or most recent employer), indicating whether the School may contact them prior to interview.

Job description: Domestic Assistant

Deadline: 12noon, Monday 30th November 2020

Contact: Simon Lymn, Facilities Manager, s.lymn@rgs.newcastle.sch.uk



- Applications must be by e-mail to jobs@rgs.newcastle.sch.uk (with documents as Word attachments).
- If you have any queries please do not hesitate to email or to call the Facilities Manager (Simon Lymn) s.lymn@rgs.newcastle.sch.uk on 0191 212 8961 or the Domestic Manager (Jacqui Gallagher) on email, j.gallagher@rgs.newcastle.sch.uk.

CONTACT DETAILS

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: jobs@rgs.newcastle.sch.uk
or communications@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk

Job description: Domestic Assistant

Deadline: 12noon, Monday 30th November 2020

Contact: Simon Lymn, Facilities Manager, s.lymn@rgs.newcastle.sch.uk