



**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

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools. The school was recently awarded The Sunday Times' North East Independent School of the Decade 2020. We regularly lead all northern schools in national league tables and pride ourselves on academic excellence, a high level of pastoral support, involvement in a wide range of sports and other co-curricular activities, and our commitment to bursaries and partnerships.

RGS has grown substantially in recent years. There are now some 1,330 students, over 260 of whom are in the Junior School. The Sixth Form of 350 students is one of the largest in the independent sector.

The school is based in the heart of the City, 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 new Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches, an artificial turf pitch for hockey and the former County Cricket Ground.

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.

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Deadline: 12 noon Tuesday 8th June 2021

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



- 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.

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

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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.

MAIN TERMS AND CONDITIONS

- Normal hours of work are 4pm – 8pm (20 hours a week) 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.
- 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.
- Death in service scheme with Aviva of 5x annual salary.
- The school will be required to auto-enrol the Domestic Assistant into a qualifying pension scheme. For qualifying, non-teaching staff we offer a support staff pension scheme with Aviva and 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.
- 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.
- As with all RGS employees, the Supervisory Assistant will be encouraged to become involved in the wider life of the RGS community.
- 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.

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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.

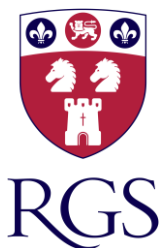
There are some really excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.

The RGS is on the edge of the city centre, a ten-minute walk from the main shopping areas. The leafy, affluent suburbs of Jesmond and Gosforth are close by with housing ranging from

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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

If, having looked through the website (www.rgs.newcastle.sch.uk) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in a covering letter of application. You must complete the application form, even if you want to also attach a CV. You are welcome to apply electronically, please email all documents to jobs@rgs.newcastle.sch.uk.

Please read the Information for Applicants with particular care before applying. And please note that the RGS is committed to the safeguarding of children and applies the Government's Safer Recruitment procedures, which will include:

- Checking that the submitted application form provides a continuous record of education and employment from age 16;
- provision of two satisfactory references, at least one of which must be from the applicant's current or most recent employer;
- completion by you of a confidential form of declaration of health (after offer of appointment) and, if necessary, a satisfactory report following a medical examination;
- evidence or other verification of your qualifications; (if relevant for the role)
- evidence of your right to work in the UK;
- verification of identification
- a satisfactory Enhanced Disclosure Report from the DBS and check on the Barred List.

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.

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 age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. To help us achieve this please submit the equal opportunities form with your application. This will be sent directly to the HR team for monitoring purposes.

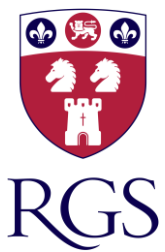
Safer recruitment

RGS Newcastle is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. You must

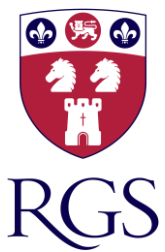
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declare any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain Children's Barred List clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.



CONTACT DETAILS

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

Tel: 0191 281 5711

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or communications@rgs.newcastle.sch.uk

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