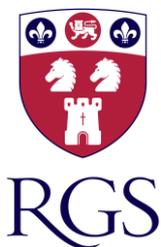




**DOMESTIC  
ASSISTANT  
JOB  
INFORMATION**



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 full time, all year round at our school.

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### 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.



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### THE POSITION

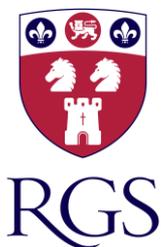
The post will be to provide a high quality, professional and responsive cleaning service to the Junior and Senior Schools, reporting to the Domestic Manager who in turn, reports to the Head of Facilities and Estates.

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**Job description:** Domestic Assistant

**Deadline:** 9am Monday 29<sup>th</sup> November 2021

**Contact:** Simon Lymn, Head of Facilities and Estates, [s.lymn@rgs.newcastle.sch.uk](mailto:s.lymn@rgs.newcastle.sch.uk)



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

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## 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.

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## KEY QUALIFICATIONS, TRAINING, KNOWLEDGE & SKILLS

**The following are essential:**

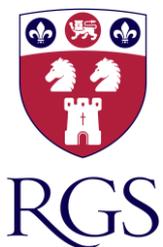
- A minimum of one year's cleaning experience.
- Good verbal communication skills.
- A strong commitment to quality standards and good practice as they relate to cleaning operations, including:
  - An awareness of health and safety, safe use of cleaning materials and environmental health issues associated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

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- 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.

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## **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.

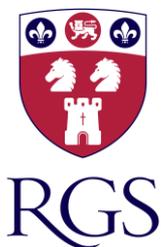


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## MAIN TERMS AND CONDITIONS

- This is a permanent, all year-round role.
- Normal hours of work are 12pm – 8pm (37.5 hours a week) on school days during term time. During the school holidays, the Domestic Assistant will work between 7am and 3pm (37.5 per week).
- 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, £9.36 per hour which, for 37.5 hours per week on an all-year round basis, equates to £18,309 gross per annum.
- 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.
- 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 Domestic 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.
- Education - the School's policy is 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.
- Car Parking – There is a staff car park on site with limited spaces available.

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## HOW TO APPLY

If, having looked through the website ([www.rgs.newcastle.sch.uk](http://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](mailto:jobs@rgs.newcastle.sch.uk).

**The closing date for this role is 9am, Monday 29<sup>th</sup> November 2021.**

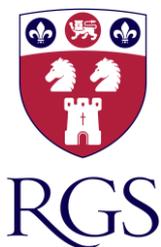
Please read the Information for Applicants with particular care before applying. And please note that the RGS is committed to the safeguarding of children and applies the Government's

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Safer Recruitment procedures, which will include:

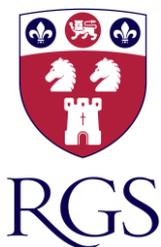
- Checking that the submitted application form provides a continuous record of education and employment from age 16 (including education, employment and voluntary work) with reasons for leaving. Any gaps must be accounted by the applicant.
- Provision of at least two satisfactory references, one of which must be from the applicant's current or most recent employer. In addition, the school will seek a reference from the relevant employer from the last time the applicant worked with children. Internal references will be sought where appropriate.
- Completion by the applicant of a confidential form of declaration of physical and mental health (after offer of appointment) and, if necessary, a satisfactory report following a medical examination.
- Evidence or other verification of the applicant's qualifications; For teachers, verification of any award of qualified teacher status (QTS) and the completion of teacher induction or probation. For support roles, evidence of qualifications relevant to the role or those listed on the application form must be provided.
- Obtaining a satisfactory Enhanced Disclosure Report from the DBS (via the applicant) including children's barred list information for those who will be engaging in regulated activity with children.
- Verification of an applicant's right to work in the UK.
- Verification of the applicant's identity including a check of photographic ID, proof of address and a check of the applicant's birth certificate. The applicant must present official documentation to evidence any change of name or surname.
- For teaching roles or anyone involved in teaching, a check that the applicant is not subject to a prohibition order issued by the Secretary of State.
- For management roles (headteachers, senior leadership team (including non-teaching roles,) teaching positions with departmental headship, governors and trustees, proprietors) a check to ensure that the applicant is not subject to a section 128 direction made by the Secretary of State. This applies to any relevant internal applicants.
- If the individual has lived or worked outside of the UK for more than 3 months in the last 10 years, an overseas police check/s must be obtained (via the applicant) and any other checks deemed appropriate by the school, i.e., obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the individual has worked.
- If the role, involves supervising children under the age of eight outside teaching hours or managing the supervision of children under the age of eight outside of teaching hours, applicants must complete a self-declaration to confirm that they are not disqualified from providing childcare under the Childcare (Disqualification) Act 2006 and Regulations 2018.

If you have any queries or would like to arrange a visit to the school, please do not hesitate to email or to call the Head of Facilities and Estates, Simon Lymn or Domestic Manager, Jacqui Gallagher on 0191 281 5711.

Interviews will be held shortly after the closing date. We will hope to make the appointment on the day, offering the post and gaining acceptance.

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### **Self-Declaration of Criminal Record**

Applicants who are invited for interview will be asked to complete a self-declaration of their criminal record or, of information that would make them unsuitable to work with children. Further information about self-declaration can be found on GOV.UK. Please note that if applicants electronically sign this declaration, they will be asked to physically sign a hard copy of the declaration at interview.

### **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. Shortlisted candidates must 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) via the self-declaration form. The successful applicant must obtain Children's Barred List clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.

### **References**

In keeping with the current Keeping Children Safe in Education regulations, references will be sought to support any appointment decisions that the school may make. Further information for applicants:

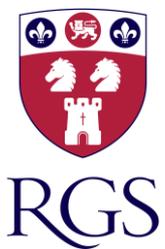
- the school will seek references for all teaching vacancies ahead of interview, one of which must be the individual's current or most recent employer.
- For support roles, it is a requirement for the school to request a reference from your current employer. It is our preference that we request references including one from your current employer before interview. Should you prefer for the school **not** to contact your current employer before an interview, you must supply details of an additional referee who is able to comment on your suitability for the role applied for. We will then contact your current employer at the point of making an offer of employment.
- In addition, the school will seek a reference from the relevant employer from the last time you worked with children, if you are not currently working with children in regulated activity.
- Internal references will be sought where appropriate.
- References must be completed by a senior person with appropriate authority. For teaching roles, this must be the head of a school. For support roles, this should be the employer, HR or senior level manager.
- Open references will not be accepted.

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## **CONTACT DETAILS**

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

Tel: 0191 281 5711

General enquiries: [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk).  
or [communications@rgs.newcastle.sch.uk](mailto:communications@rgs.newcastle.sch.uk)

[www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)

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