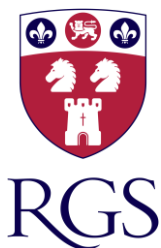




DOMESTIC ASSISTANTS JOB INFORMATION



RGS



DOMESTIC ASSISTANTS

Newcastle upon Tyne Royal Grammar School

Required as soon as possible



We seek to appoint professional and enthusiastic individuals to join our domestic services team in providing high quality, professional and responsive cleaning services to the Junior and Senior Schools.

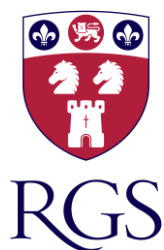
The Domestic Assistants will join a multi-disciplined facilities team consisting of four caretakers, two maintenance staff, three grounds staff and twenty-two domestic staff. The Domestic Assistants will report to the Domestic Manager who in turn, reports to the Head of Facilities and Estates.



Job description: Domestic Assistants

Closing Date: Applications will be accepted until successful appointments are made

Contact: Simon Lymn (Head of Facilities and Estates) s.lymn@rgs.newcastle.sch.uk



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.

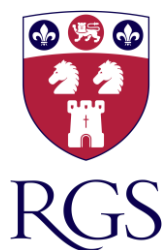
The school is based in the heart of the City, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a new Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches, an artificial turf pitch for hockey and the former County Cricket Ground.



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KEY DUTIES AND RESPONSIBILITIES

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:

- 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.

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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.

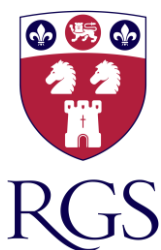
- Ensure that appropriate signage is in place when cleaning is in progress.
- Make safe any hazards where possible, and ensure the area is cordoned off.
- During cleaning operations, ensure clear passage is maintained especially on fire escape routes, and that the site is safe and tidy.
- Ensure that 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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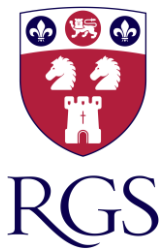
MAIN TERMS AND CONDITIONS

- This is a permanent, all year-round role which will include the compulsory safeguarding training at the start of each academic year and staff training days.
- Normal hours of work are 4pm-8pm (20 hours a week) on school days during term time. During the school holidays, the Domestic Assistant will work between 7am and 11am (20 hours 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, £10.42 per hour. The full-time equivalent salary for this role is circa £20k per annum (based on a 37.5 hour working week).
- RGS Support Staff salaries are reviewed on 1st August each year.
- All-year round Domestic Assistants 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.
- During term-time, staff are provided with a free lunch, if on site.
- For 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.
- Membership to life assurance scheme through Aviva which pays out 5x annual salary in the event of death in service.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme. Details of the scheme will be provided on appointment.
- The successful candidate will be subject to a 6-month probationary period upon starting in the role.
- 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 and Health and safety, a copy of which will be made available.
- As with all RGS employees, the employee will be encouraged to become involved in the wider life of the RGS community.
- It is 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.
- There is a staff car park on site with limited spaces available.
- Ongoing educational support and development of all staff with the provision of external and internal training courses, and our middle leaders training programme for existing and aspiring managers.
- We offer an interest free travel loan for a corporate Metro travel pass.
- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.
- Free use of a well-equipped gym, fitness suite and swimming pool.
- Access to our onsite confidential counselling service.
- We offer access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.

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- Supportive and friendly community.
- Opportunity to join in with RGS tradition and become a member of the Stowell, Collingwood, Horsley or Eldon House.

HOW TO APPLY

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

If you have any queries, please do not hesitate to email (see contact details below) or to call Simon Lymn (Head of Facilities and Estates) on 0191 281 5711.

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, you must:

- Complete a covering letter
- Complete an RGS Application form

You must complete the application form, even if you want to also attach a CV. Please email all documents to jobs@rgs.newcastle.sch.uk.

Important note to candidates: Early applications are encouraged. The school may invite candidates to interview following receipt of a suitable application and may remove the advert should an appointment be made.

Safeguarding and Safer Recruitment

RGS 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 Safer Recruitment procedures to all candidates. More information regarding the checks can be found in the Information for Applicants and 'Keeping Children Safe in Education' (September 2022).

Equal Opportunities

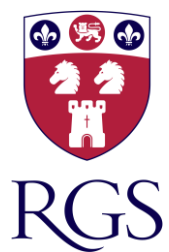
We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role 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. Whilst all applications are considered on merit, we would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in our staff community.

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.

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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.

or communications@rgs.newcastle.sch.uk

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