

Weekend Domestic Assistant

(8 hours/week)

JOB INFORMATION



RGS
NEWCASTLE

Weekend Domestic Assistant (8 hours/week)

Required as soon as possible
Newcastle upon Tyne Royal Grammar School



THE POSITION

We seek to appoint a professional and enthusiastic individual to join our Domestic Services team in providing high quality and responsive janitorial cleaning services across the school site on weekends during term time.

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



Job Description: Weekend Domestic Assistant (Part Time 8 hours/week)

Closing Date: 9.00am Monday 7th September 2026

Contact: Scott Moran (Facilities Services Manager) s.moran@rgs.newcastle.sch.uk

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.



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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.



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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.



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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 with a particular focus on the Sports Centre, Performing Arts Centre and Dining Hall and its welfare spaces. Other duties will include:

- Cleaning throughout the whole school as directed by their line manager, including teaching rooms, laboratories, sports facilities including pool areas and other special facilities, common rooms, offices and all internal circulation spaces as required.
- Cleaning in preparation for special events, such as Open Morning & RGS Day.
- Using a range of cleaning equipment, aids and agents, including vacuum cleaners, floor polishers and a range of appropriate cleaning materials.
- Collecting 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 and other site users the following day.
- Attending and participating in team meetings, training activities, and performance development as required.
- Other reasonable additional duties may be required from time to time.



HEALTH & SAFETY

An awareness of health and safety, safe use of cleaning materials, and environmental health issues are essential. Assisting the Head of Facilities and Estates 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 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.



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 postholder 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.
- The post holder 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.

MAIN TERMS AND CONDITIONS

- Starting as soon as possible.
- The Weekend Domestic Assistant will report to the Domestic Supervisor.
- This is a permanent, all-year-round position which will include a compulsory safeguarding training day at the start of each academic year and one additional staff training day.
- Normal hours of work are 07.00am to 11.00am (8 hours a week) and split as follows:
 - Saturday: 07.00am – 11.00am (4 hours)
 - Sunday: 07.00am – 11.00am (4 hours)
- Some work outside these hours may be required in connection with special school events.
- The full-time equivalent salary for this role is in the region of £24852 gross per annum (Full time equivalent based on a 37.5 hour working week) which is equivalent to £12.71 per hour. As this is a part time role, the actual salary will be £5301 gross per annum. Salaries are paid in twelve equal monthly instalments.
- RGS Support Staff salaries are reviewed on 1st August each year.
- Holiday – 26 Days (Pro Rata)
- The employee will be required to comply with a range of RGS policies, those regarding Data Protection, use of ICT facilities, Child Protection, Staff Code and Health and Safety, a copy of which will be made available.
- **Note for Candidates:** Unfortunately, the school is unable to provide visa sponsorship for this role. Applicants must therefore have an existing legal right to work in the UK at the time of application



RGS
NEWCASTLE

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 telephone 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.

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HOW TO APPLY

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

Enquiries about this post should be made in the first instance to Scott Moran (Facilities Services Manager) s.moran@rgs.newcastle.sch.uk or by telephone 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, please say so (and why) in:

1. A covering letter and
2. A fully completed 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 by the closing date.

The closing date for this role is 9.00am Monday 7th September 2026

Early applications are encouraged. Please note that the school reserves the right to close applications early and may call candidates in for interview as applications are received.

We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

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 2026)

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.

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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 enquiries: communications@rgs.newcastle.sch.uk
www.rgs.newcastle.sch.uk



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