



Royal Grammar School Newcastle upon Tyne

ATTENDANCE AND COVER ADMINISTRATOR

Required as soon as possible

We have an exciting opportunity for someone to join us as an Attendance and Cover Administrator. Reporting to the Senior Deputy Head, this is a critical role in this high-achieving school. The Attendance and Cover Administrator is responsible for managing school attendance, whilst also being accountable for organising staff cover and supervision within the Senior School.

RGS is a vibrant and busy school so you will need to be able to work flexibly and show a good use of initiative. Experience of working in a school is desirable, but not essential.

Working Hours: The normal working hours for this role are 7.5 hours per day, from 7.30am to 3.30pm, Monday to Friday, with 30 minutes for lunch. Term Time only + 4 days and 1 day for safeguarding training each year.

Salary: The salary for this post will be in the region of £24-25K FTE on the RGS Support Staff Salary Scale depending on experience and qualifications. This will be pro rata'd to in the region of £19- 20K per annum.

RGS is 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 are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. All posts are subject to pre-employment checks, pre-interview references and an enhanced DBS check.

CLOSING DATE

9.00am Monday 14th August 2023

TO APPLY

For full details and an application form please see our website:
www.rgs.newcastle.sch.uk/join-us/work-for-us

CONTACT DETAILS

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