



# Royal Grammar School Newcastle upon Tyne

## **DATA ASSISTANT** Required as soon as possible

We seek to appoint a Data Assistant to work within this busy and high achieving school. This post would suit someone recently graduated from university, or similarly someone with more experience. It is a varied role where the successful candidate will work in many different areas of the school alongside members of the Senior Leadership Team and Teaching / Support Staff. We anticipate this breadth of experience will allow candidates the opportunity to gain valuable experience in an education setting as part of their longer-term career plans.

This post would involve working in a busy office environment, managing information and data collection systems. Primarily working with the school's IT systems, the post-holder will also work within the Information & Digital Technology team collaborating on other projects as required. The successful candidate will play a significant role within a developing department adding value and supporting both teaching and support staff in delivering their objectives.

**Working Hours:** Working hours will be 37.5 hours per week, Monday to Friday all year round, normally 8.30am until 4.30pm with a 30-minute unpaid lunch break. There may be occasions where the employee is required to be flexible with the start and/or finish time to meet school and IDT requirements at key times during the school year. (+ additional days for staff training- see job information pack)

**Salary:** A starting salary based on the RGS Support Staff Pay Scale of c 22-24.5k per annum dependent on experience.

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 23<sup>rd</sup> October 2023

### **TO APPLY**

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

### **CONTACT DETAILS**

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