



# ROYAL GRAMMAR SCHOOL

## Newcastle upon Tyne

### PERFORMING ARTS ADMINISTRATOR

Required as soon as possible

We have an exciting opportunity for a creative, efficient and organised individual to join the Performing Arts Department. The role would be ideal for someone with excellent organisational and communication skills and someone who is a natural problem-solver. This is a varied role which will be suited to a proactive individual who can be adaptable to the changing requirements of busy music, drama and dance departments.

RGS is a vibrant school, the successful candidate 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.

**Hours:** This role is permanent, term time only (7 extra days & staff training days). The employees normal working pattern will be 8.30am until 4.30pm, Monday to Friday, 37.5 hours per week during term time, 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 requirements at key times during the school year including but not limited to working as Front of House for c. 20 evening productions and performances. Notice will be given to the successful candidate in advance of such changes. Candidates are advised to read the job information pack for further information.

**Salary:** A starting salary will be c£26k full time equivalent (pro rata for term time only plus 7 days is c£21k gross per annum) however the actual salary will reflect the experience and skills offered by the successful applicant.

Excellent benefits offered- please see job information for more details

RGS is 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. 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 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 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-interview referencing, internet searches and pre-employment checks including an enhanced DBS check with children's barred list check.

#### CLOSING DATE

#### TO APPLY

9.00am Monday 09<sup>th</sup> September 2024 For full details please see [www.rgs.newcastle.sch.uk/join-us/work-for-us](http://www.rgs.newcastle.sch.uk/join-us/work-for-us)

#### CONTACT DETAILS

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

