



# ROYAL GRAMMAR SCHOOL

## Newcastle upon Tyne

### SENIOR SCHOOL ADMINISTRATION & PROCUREMENT COORDINATOR

Required from November 2024

We have an exciting opportunity for an enthusiastic, efficient, and organised individual to join the school's Office Team. The role would be ideal for someone with excellent organisational and communication skills that is also able to negotiate with suppliers. This is a varied role which will be suited to a proactive individual who can be adaptable to the changing requirements of the school office and receptions, on a daily basis.

This is a key role in the Operational Staff Team which coordinates the ebbs and flows in the office work and ensure people get time for training and development. Ideally this also allow us to create a structure that means each person has a natural 'second' to help with cover and collaboration when needed, and to empower each individual / sub team to take ownership of their area of responsibilities and develop it.

The successful candidate will work to support the efficient day-to-day running of the School's Office, oversee the reception provision in school, as well as drive efficiencies through more centralised procurement.

**Hours:** This is a permanent full time, full year post. The normal working hours will be 37.5 hours per week, Monday to Friday, 8.30am until 4.30pm (7.5 hours per day) with a 30-minute unpaid lunch break but there may be occasions where the employee is required to be flexible regarding start/end times to support keys functions of the school e.g., reception.

**Salary:** A starting salary will be in the range of c£25-32k gross per annum, however the actual salary will reflect the experience and skills offered by the successful applicant. **Excellent benefits are available (please see job information)**

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 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 and other appropriate checks.

#### CLOSING DATE

9.00am Friday 4<sup>th</sup> October 2024

#### TO APPLY

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

THE SUNDAY TIMES  
SCHOOLS GUIDE  
2024

INDEPENDENT SCHOOL  
OF THE YEAR FOR  
ACADEMIC PERFORMANCE  
NORTH EAST



@RGS Newcastle