

**SENIOR SCHOOL  
ADMINISTRATION &  
PROCUREMENT  
COORDINATOR**

**JOB  
INFORMATION**



RGS



RGS

# SENIOR SCHOOL ADMINISTRATION & PROCUREMENT COORDINATOR

Newcastle upon Tyne Royal Grammar School

Required from November 2024



## THE POSITION

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.



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**Job Description:** Senior School Administration & Procurement Coordinator

**Closing Date:** 9.00am Friday 4<sup>th</sup> October 2024

**Contact:** Tom Keenan (Deputy Head) [t.keenan@rgs.newcastle.sch.uk](mailto:t.keenan@rgs.newcastle.sch.uk)



## THE SCHOOL

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools.

In 2023, RGS was named overall 'Independent School of the Year' in The Telegraph Group's national awards. RGS also consistently tops the region's academic league tables and was awarded the Sunday Times' 2024 North East's Top Independent Secondary School, both the overall winner and for Academic Performance. While we pride ourselves on academic excellence, we are just as well known for our high level of pastoral support, involvement in a wide range of sports and other co-curricular activities, and our commitment to bursaries and partnerships.

RGS is fully co-educational with over 1,300 students aged 7-18 years (Years 3 to 13) and our academically selective places are highly coveted. We have more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Our Sixth Form is one of the largest in the independent sector with more than 340 students.

The school is based in the heart of the City, immediately opposite Jesmond Metro station and our excellent transport links attract students from far and wide. The school occupies over 30 acres of land and has state-of-the-art facilities, including a 25m swimming pool, two Sports Halls, five new art studios, a new library, a new Sixth Form Centre, a Performing Arts Centre with professional-standard theatre, several outdoor football/rugby pitches, an artificial turf pitch and the former County Cricket Ground.

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.



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## MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Deputy Head, the Senior School Administration and Procurement Coordinator's overall responsibilities will include:

- Working with the various staff who have responsibility in this area, ensure the smooth running of the various School Receptions.
- Lead general Senior School administration activities and monitor efficiency.
- Directly line manage a proportion of the Senior School office team (three colleagues currently)
- Coordinating the buying for the school, across multiple departments.

## SPECIFIC TASKS

### Procurement

- Responsible for the development and implementation of the procurement plan to ensure all procured goods, works or services are within the approved budget.
- Managing the supplier and stakeholder relationships and negotiating supplier agreements.
- Produce an approved supplier list and spend analysis by department.
- Ensure resolution of issues related to vendor performance in delivery of goods and services.
- Negotiate with suppliers on behalf of the School to obtain the best possible purchasing terms and condition.
- Ensure ongoing monitoring and evaluation of vendors through supplier performance metrics and proactive management of the results.
- Ensure best practice frameworks are in place to deliver value for money and be able to identify and secure savings for the school across a number of areas of expenditure.



## Senior School Administration and Organisation

- Coordinating general Senior School administration activities and making sure the administration office function runs smoothly as a focal point for students, staff, and parents.
- Ensuring the School Office and Receptions are staffed in term time and school holidays.
- Ensuring a high standard of service to visitors, pupils and staff.
- Ensuring the telephone is answered in an appropriate manner and all messages are dealt with to an agreed standard.
- Coordinating the delegation of admin tasks across the administration office team, and the wider office staff, as required.
- To supervise the day-to-day work of the administrative function of the School Office.
- To supervise, train and develop administrative staff, including new appointments, as appropriate.
- Carry out a wide range of other administration tasks.



## PERSONAL QUALITIES

### Essential

- Excellent communication skills.
- Being well organised, be flexible and respond quickly to changing demands.
- Experience in negotiating supplier contracts.
- Enthusiastic and motivated.
- A customer-orientated approach to all stakeholders.
- An understanding of, and commitment to, the special needs of working with young people. These include safeguarding, health and safety, security and handling confidential information at times.
- Very good administrative skills and a good working knowledge of basic IT applications (e.g., email, internet, Office 365 and databases).
- A personal commitment to professional development.

### Desirable

- Ideally, an understanding of the workings of a school or college.
- Knowledge of iSAMS, our school management information system.



## LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Glass House, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

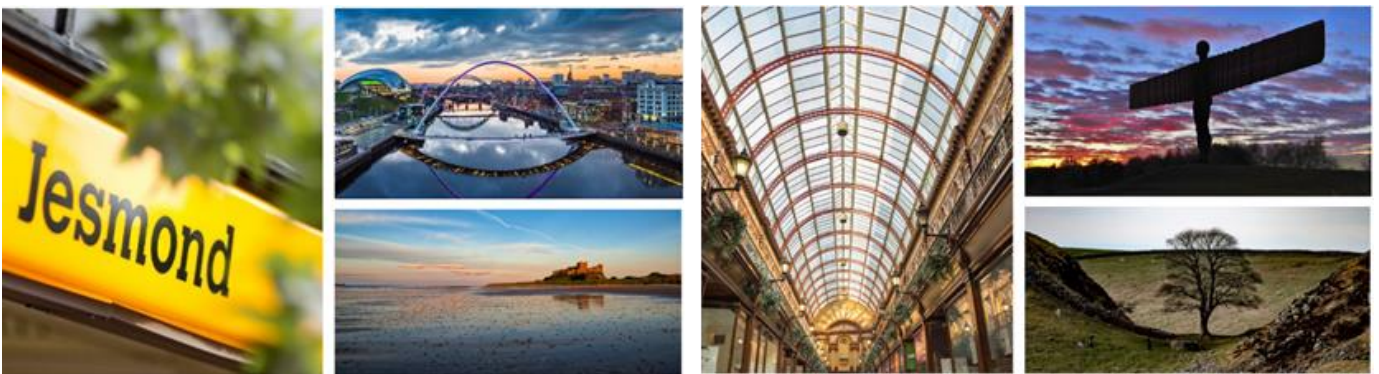
If you like sport then there's certainly no shortage of top-class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want.

There are excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.





## MAIN TERMS AND CONDITIONS

- Start date: We expect the role to start November 2024 pending completion of the successful candidate's pre-employment checks.
- The post will report to the Deputy Head and work collaboratively with the Director of Finance and Operations/Finance Department. This role will support and work with colleagues from across the school.
- This is a full-time, full year, permanent role with the school.
- The successful candidate will be required to work all staff training days throughout the academic year.
- The successful candidate will also be expected to work the annual safeguarding training day in September each year, which is compulsory for all staff (date varies each year).
- The successful candidate may also be required to work limited special events e.g., RGS Day and Open Day, with advance notice being given by the school.
- 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 key functions of the school e.g., reception.
- 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.
- RGS staff salaries are reviewed on 1<sup>st</sup> August each year.
- The school offers a generous annual leave entitlement of 31 days plus Bank Holidays for all year-round operational staff.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data protection, use of ICT facilities, Child Protection, Staff Code and Health and Safety, a copy of which will be made available.



## WHAT WE OFFER

- During term-time, staff are provided with a free lunch, if on site.
- For non-teaching staff we offer a support staff pension scheme, The Aviva Pension Trust for Independent Schools (APTIS). On receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred. This scheme is administered via Salary Exchange (also known as Salary Sacrifice) for those who are eligible. You can opt out of the Salary Exchange arrangement whilst remaining in the pension scheme. Further details of the scheme and salary exchange will be provided on appointment.
- Membership to life assurance scheme through Aviva which pays out 5x annual salary in the event of death in service.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme after a qualifying period. Details of the scheme will be provided on appointment.
- The school offers an optional healthcare plan for all staff which includes optical, dental and physio cover, access to telephone GP consultations and a host of other benefits (terms and conditions apply). Further information will be available to the employee once in post.



- As with all RGS employees, the employee will be encouraged to become involved in the wider life of the RGS community.
- It is the school's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
- Ongoing educational support and development of all staff with the provision of external and internal training courses, and our middle leaders training programme for existing and aspiring managers.
- We offer an interest free travel loan for a corporate Metro travel pass after a qualifying period. Further information will be available upon starting in post.
- We offer a Bike to Work scheme for qualifying members of staff. Terms and conditions apply. Details will be shared upon starting.
- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.



- Access to our onsite confidential counselling service.
- We offer access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.
- Free use of a well-equipped gym, fitness suite and swimming pool at permitted times.
- Supportive and friendly community.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.



## 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 Tom Keenan (Deputy Head) in the first instance. For an informal chat about the post, contact Tom Keenan on 0191 281 5711 or email [t.keenan@rgs.newcastle.sch.uk](mailto:t.keenan@rgs.newcastle.sch.uk).

If, having looked through the website ([www.rgs.newcastle.sch.uk](http://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](mailto:jobs@rgs.newcastle.sch.uk) by the closing date.

The closing date for this role is 9.00am Friday 4<sup>th</sup> October 2024.  
Interviews are likely to be held on Wednesday 9<sup>th</sup> October 2024.

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

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on provision of receipts. If your expenses will be significantly higher than £100 and an overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact the Head's Secretary, Sandra Ellis [S.Ellis@rgs.newcastle.sch.uk](mailto:S.Ellis@rgs.newcastle.sch.uk) in advance of your interview, who will talk you through the policy and advise on eligibility for reimbursement.

### Safeguarding and Safer Recruitment

RGS 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 2024)

### 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.



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](mailto:communications@rgs.newcastle.sch.uk)

[www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)



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