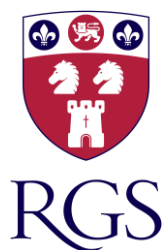




MAINTENANCE SUPERVISOR JOB INFORMATION



RGS



MAINTENANCE SUPERVISOR

Newcastle upon Tyne Royal Grammar School

To start September 2022

THE POSITION

We have a unique opportunity for an experienced or suitably qualified tradesman (i.e., electrician or plumber) to join our Maintenance team as a Maintenance Supervisor. The Maintenance Supervisor will oversee the general maintenance of the school and will coordinate the maintenance team which consists of 2 supporting tradespeople and is part of the wider Facilities and Estates team.



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, and the Sunday Times' North East Independent School of the Decade 2020. We regularly lead all northern schools in national league tables and pride ourselves on academic excellence, a high level of pastoral support, involvement in a wide range of sports and other extra-curricular activities, and our commitment to bursaries and partnerships.

RGS has grown substantially in recent years. There are now some 1,330 students, over 260 of whom are in the Junior School. The Sixth Form of 350 students is one of the largest in the independent sector. We became coeducational 20 years ago and girls now comprise 43% of the school.

The school is based in the heart of the City, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a new Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches at Mooracres, an artificial turf pitch for hockey and the former County Cricket Ground.

Job description: Maintenance Supervisor

Deadline: 9.00am Monday 11th July 2022

Contact: Head of Facilities and Estates (s.lymn@rgs.newcastle.sch.uk)



THE MAINTENANCE TEAM

The Director of Finance & Operations is responsible for the efficient & effective leadership of the school's operational function, but the day-to-day operational activities are delegated to the Head of Facilities and Estates who leads the Facilities team. The Maintenance team is an essential branch of the Facilities Department which includes 4 caretakers, 3 grounds staff and Domestic Manager with 21 domestic staff, all of whom work together to provide excellent facilities and services for teaching staff, students, parents, visitors, and other users of the school's facilities.

ACCOMMODATION AND RESOURCES

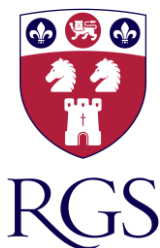
The maintenance team have a dedicated base in on the school and have access to a wide variety of new equipment including:

- Workshop including:
 - Startrite Bandsaw
 - Dewalt Crosscut
 - Multico Morticer
 - Sedgwick Planer Thicknesser
 - Sedgwick Saw Benck
- LEV System
- Associated hand tools
- Facilities Team Van

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PRINCIPLE DUTIES

Include but not limited to:

- Actively leading, motivating and directing the team to meet the key objectives of the school and the Facilities team.
- Monitoring and quality controlling work outcomes.
- Regularly appraising the performance of individual members of the team.
- Contributing to the provision of a safe and comfortable working environment for the whole school.
- Providing active front line maintenance and small in-house projects across the estate.
- Liaising and coordinating with external maintenance contractors.
- Ordering materials and manage consumable stock.
- In coordination with other staff, lead on the checking for damage and faults to the building fabric, furniture and equipment and where required instigate repair/replacement.
- Undertaking routine maintenance which may include joinery, plumbing and / or electrical repairs.
- Driving the van and minibuses, as required.
- If required, covering for other colleagues within the team for litter picking and emptying waste bins and for other facilities tasks.
- Gritting and snow clearing when required, with other team members.
- Maintaining the workshop asset register, ensuring its regular inspection and servicing.
- Assisting at events (e.g. car park control).

The Maintenance Supervisor and, in their absence, the other maintenance operative, will have specific responsibility for keeping statutory records relating to:

- Workshop Asset Register
- LEV
- Workshop service & inspection
- Maintaining equipment inspection & service records
- Oversight and compliance with health and safety requirements for the Maintenance areas and jobs
- Purchasing
- Material inventory

Safeguarding

- All staff have a responsibility and duty of care to safeguard and promote the welfare of students.
- Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the School's Safeguarding and Child Protection policy and Code of Conduct.
- Staff will receive appropriate child protection training which is regularly updated.



PERSON SPECIFICATION

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that we are looking for:

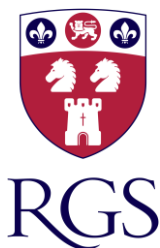
Experience

- Previous employment displaying responsibility, integrity and authority.
- Experience and accredited qualifications in electrical or plumbing work.
- An extensive knowledge of building and fabric maintenance.

Skills

Essential:

- A good working knowledge of relevant health and safety legislation.



- Ability to use software applications (Office 365, e-mail, internet, procurement software).
- Strong and effective communication skills, both written and verbal.
- A customer-oriented approach.
- A clean valid driving licence (preferably including Class D1).
- An industrious and reliable approach to work.
- A self-motivated individual who is comfortable working alone with minimal supervision (and at times as a lone worker with no supervision at all).
- A person who takes pride in the quality of their work.
- A commitment to supporting the school's ethos by assisting in providing and maintaining excellent facilities.

Desirable:

- Experience in maintaining and managing assets and materials.
- A basic first aid qualification.
- An understanding of the needs of school and its community.

Personal Characteristics

- Practical and logical; able to solve problems quickly.
- Proactive approach to the duties and responsibilities associated with the role and the ability to balance conflicting demands.
- Show pride in the upkeep of the school and maintaining high standards of all work.
- A sociable nature and good teamplayer.
- A positive, proactive and forward-thinking manner, with a 'can do' attitude.
- An understanding of the wider issues and responsibilities associated with working among young people in an educational environment.
- A level of fitness commensurate with moving furniture, equipment and large deliveries.

Additional Requirements

- The postholder will be required to hold a clean UK Driving Licence, including categories C1 and D1.
- Depending on previous experience and qualifications, the postholder will be required to undergo appropriate accredited training for:
 - first response first aid;
 - manual handling;
 - working at height;
 - CoSHH

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 Sage, 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

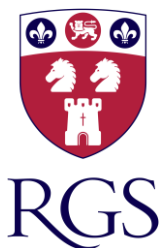
walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

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 some really 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.

The RGS is on the edge of the city centre, a ten-minute walk from the main shopping areas. The leafy, affluent suburbs of Jesmond and Gosforth are close by with housing ranging from purpose-built flats in terraced streets and conversions of bigger houses to terraced houses, post-war semis and large, family-sized detached houses with big gardens. All of this is within walking distance of the school, so no commute is needed. Properties are very affordable both within the city and the surrounding area. If you want to travel to work then you could wake up with a sea view, hop on the Metro and be at school just half an hour later. The region wins tourism and lifestyle awards for very good reasons!



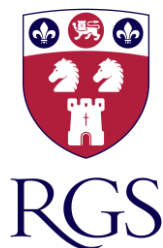
MAIN TERMS AND CONDITIONS

- This is a full-time, full year permanent role, which will include the compulsory safeguarding training at the start of each academic year and staff training days.
- The post will report and support with the Head of Facilities and Estates.
- The starting salary for this role is c£28k per annum (based on a full time 40 hour working week, full year working arrangement). Salary will reflect the level of responsibility and is dependent on the experience and skills offered by the successful applicant.
- RGS staff salaries are reviewed on 1st August each year.
- Working hours will be 40 hours per week, Monday to Friday, 7.30am until 4.00pm with a 30-minute unpaid lunch break.
- Overtime rates will apply for weekend work and Bank Holiday's and hours over and above 40 hours per week.
- The Maintenance Supervisor will be requested to opt out of the Working Time Regulations and agree to work for more than an average of 48 hours a week over a 17-week period at certain times.
- The Maintenance Supervisor will be provided with appropriate workwear showing the school logo and will be expected to wear this while working. Appropriate Personal Protective Equipment will also be provided.
- During term-time, staff are provided with a free lunch, if on site.
- Holidays –The school offers a generous annual leave entitlement of 31 days plus Bank Holidays for all year-round support staff.
- For non-teaching staff we offer a support staff pension scheme with Aviva and 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.
- 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. Details of the scheme will be provided on appointment.
- The successful candidate will be subject to a 6-month probationary period upon starting in the role.
- 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 and Health and safety, a copy of which will be made available.
- 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.
- There is a staff car park on site with limited spaces 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.
- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.
- Free use of a well-equipped gym, fitness suite and swimming pool.
- Free 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.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.
- Supportive and friendly community.
- Opportunity to join in with RGS tradition and become a member of the Stowell, Collingwood, Horsley or Eldon House.

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HOW TO APPLY

If, having looked through the website (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 a covering letter of application. You must complete the application form, even if you want to also attach a CV. You are welcome to apply electronically, please email all documents to jobs@rgs.newcastle.sch.uk.

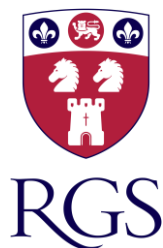
Please read the Information for Applicants with particular care before applying. RGS is committed to the safeguarding of children and applies the Government's Safer Recruitment procedures, which will include:

- Checking that the submitted application form provides a continuous record of education and employment from age 16 (including education, employment and voluntary work) with reasons for leaving. Any gaps must be accounted for by the applicant.
- Provision of at least two satisfactory references, one of which must be from the applicant's current or most recent employer. In addition, the school will seek a reference from the relevant employer from the last time the applicant worked with children. Internal references will be sought where appropriate.
- Completion by the applicant of a confidential form of declaration of physical and mental health (after offer of appointment) and, if necessary, a satisfactory report following a medical examination.
- Evidence or other verification of the applicant's qualifications; For teachers, verification of any award of qualified teacher status (QTS) and the completion of teacher induction or probation. For support roles, evidence of qualifications relevant to the role or those listed on the application form must be provided.
- Obtaining a satisfactory Enhanced Disclosure Report from the DBS (via the applicant) including children's barred list information for those who will be engaging in regulated activity with children.
- Verification of an applicant's right to work in the UK.
- Verification of the applicant's identity including a check of photographic ID, proof of address and a check of the applicant's birth certificate. The applicant must present official documentation to evidence any change of name or surname.
- For teaching roles or anyone involved in teaching, a check that the applicant is not subject to a prohibition order issued by the Secretary of State.
- For management roles (headteachers, senior leadership team (including non-teaching roles,) teaching positions with departmental headship, governors and trustees, proprietors) a check to ensure that the applicant is not subject to a section 128 direction made by the Secretary of State. This applies to any relevant internal applicants.
- If the individual has lived or worked outside of the UK for more than 3 months in the last 10 years, an overseas police check/s must be obtained (via the applicant) and any other checks deemed appropriate by the school, i.e., obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the individual has worked.
- If the role, involves supervising children under the age of eight outside teaching hours or managing the supervision of children under the age of eight outside of teaching hours, applicants must complete a self-declaration to confirm that they are not disqualified from providing childcare under the Childcare (Disqualification) Act 2006 and Regulations 2018.

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If you have any queries or would like to arrange a visit to the school, please do not hesitate to email or to call the Head of Facilities and Estates, Simon Lymn (details below).

Interviews will be held shortly after the closing date. We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

Self-Declaration of Criminal Record

Applicants who are invited for interview will be asked to complete a self-declaration of their criminal record or, of information that would make them unsuitable to work with children. Further information about self-declaration can be found on GOV.UK. Please note that if applicants electronically sign this declaration, they will be asked to physically sign a hard copy of the declaration at interview.

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 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 encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.

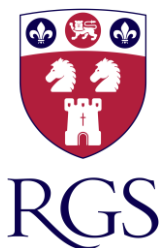
Safer Recruitment

RGS Newcastle is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy, we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. Shortlisted candidates must declare any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) via the self-declaration form. The successful applicant must obtain Children's Barred List clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.

References

In keeping with the current Keeping Children Safe in Education regulations, references will be sought to support any appointment decisions that the school may make. Further information for applicants:

- the school will seek references for all teaching vacancies ahead of interview, one of which must be the individual's current or most recent employer.
- For support roles, it is a requirement for the school to request a reference from your current employer. It is our preference that we request references including one from your current employer before interview. Should you prefer for the school **not** to contact your current employer before an interview, you must supply details of an additional referee who is able to comment on your suitability for the role applied for. We will then contact your current employer at the point of making an offer of employment.



- In addition, the school will seek a reference from the relevant employer from the last time you worked with children, if you are not currently working with children in regulated activity.
 - Internal references will be sought where appropriate.
 - References must be completed by a senior person with appropriate authority. For teaching roles, this must be the head of a school. For support roles, this should be the employer, HR or senior level manager.
 - Open references will not be accepted.
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CONTACT DETAILS

Royal Grammar School Eskdale Terrace Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: hm@rgs.newcastle.sch.uk

or communications@rgs.newcastle.sch.uk

Simon Lymn, Head of Facilities and Estates s.lymn@rgs.newcastle.sch.uk
www.rgs.newcastle.sch.uk

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