

**HR**  
**Assistant**  
**Job**  
**Information**



**RGS**  
NEWCASTLE

## HR Assistant

Newcastle upon Tyne Royal Grammar School

Required as soon as possible



### THE ROLE

This is an exciting opportunity to play a key role in delivering a professional and customer-focused HR service within one of the UK's leading independent schools in the North East.

Working as part of a small, friendly and dynamic HR team, you will provide high-quality administrative support across the full employee lifecycle. This will include recruitment and onboarding, employee relations, attendance management, payroll administration, HR systems, and ensuring compliance with employment and safeguarding requirements.

As a first point of contact for a wide range of HR enquiries, you will build positive relationships with employees and managers while ensuring confidentiality, professionalism and excellent customer service. You will also support safer recruitment and safeguarding processes, helping to ensure the school meets all statutory and regulatory requirements.

The successful candidate will have strong administrative skills, excellent organisational and communication skills, and the ability to manage a varied workload effectively and prioritise demands and maintain accuracy. Previous HR experience would be advantageous, although applications are also welcomed from candidates with administrative experience or looking to develop a career in HR.



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Job Description: HR Assistant

Closing Date: 9.00am Monday 05<sup>th</sup> October 2026

Contact: Shandeep Sanghera (HR Lead) [s.sanghera@rgs.newcastle.sch.uk](mailto:s.sanghera@rgs.newcastle.sch.uk)

## THE SCHOOL

In 1525, the Mayor of Newcastle, Thomas Horsley, wrote his will, in which he generously gifted his estate to fund a grammar school. Five centuries later, Horsley's vision lives on in the Royal Grammar School, Newcastle's corridors and classrooms, and his philanthropic spirit drives the RGS's commitment to education.

Few schools can claim a 500-year history. Over the years, the RGS, has continued to flourish as the premier independent school in the North East of England and as one of the country's leading schools - consistently topping the regional table for academic excellence.

Today, RGS is a fully co-educational school with over 1,300 students aged 7-18 (Years 3 to 13). Its academically selective places are highly sought after. The school has more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Its Sixth Form is one of the largest in the independent sector, with more than 340 students.

While RGS prides itself on academic excellence, the school is also known for its emphasis on a holistic education. The school's 'There's More to Life' approach informs its holistic education, which is central to students' success, health and happiness.

RGS is based in the heart of Newcastle, 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 modern 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.



## Academic Success

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.

In 2023, RGS was named the overall national 'Independent School of the Year' by The Telegraph Group's Independent School Parent Awards. The school was again named North East Independent Secondary School of the Year for Academic Excellence 2025 by The Sunday Times' Parent Power Schools Guide. Most recently, the school was named Independent Senior School of the Year at the TES Awards.

Academic selection and excellent teaching mean that the school's results are exceptional. The published figures for 2026 are on the school's website. For A-Level, 34% of A-Level grades were at A\*; 69% A\*- A; and 90% A\* - B. For GCSE, the proportion of grade 9s was 43.1%; 9 – 8 was 68.8%; and 9 – 7 was 85.6%. Our value-added performance analysis, provided by ALPS places us within the top 1% nationally for GCSEs and top 10% nationally for A Levels. The School has also been recognised by The Telegraph as one of the best independent schools in the North of England for value for money, ranking among only 18 schools nationally identified for delivering exceptional educational value.



## Co-curricular Activities

At RGS, students can choose from over 170 co-curricular activities, ranging from music, drama, and sports to unique options like e-sports and knitting. All students are encouraged to discover what excites and inspires them.

Sport is also a central part of life at RGS, with students actively participating in a variety of activities including hockey, cricket, and basketball, from early morning until late afternoon. RGS views sport as a fundamental vehicle for students to develop lifelong skills, character, resilience – and, above all, a love for daily movement.

While it may seem tricky to balance schoolwork with so many exciting co-curricular and sporting activities, RGS has found that students actively engaged outside the classroom often perform even better academically. Both programs are designed to help students develop essential life skills, from self-awareness to decision-making and self-organisation.

## Pastoral Care

We understand that all of our students are unique and different, and we strive to treat them as individuals, aiming to tailor our care to meet their needs.

That is why pastoral care is another critical cornerstone of RGS's holistic approach. Student well-being is embedded throughout school life, from a dedicated Form Teacher and an allocated Tutor to easy access to the school Medical Team and counsellors who work together to help students reach their full potential.



## MAIN DUTIES AND RESPONSIBILITIES

Reporting to the HR Lead (Operations) and supporting the HR function, the HR Assistant's responsibilities will include but are not limited to:

### HR Administration

- Providing effective and efficient HR administrative support to the HR Lead (Operations) and wider team.
- Manage the HR inbox and respond to enquiries promptly and direct communications to the appropriate team member in a timely manner.
- Handle daily HR administration queries by phone, email and in person, resolving and escalating where appropriate.
- Support the employee lifecycle from recruitment and onboarding activities through to contractual changes, employee relations and off boarding activities.
- Maintain accurate manual and electronic HR records, ensuring compliance with procedures, data protection and employment legislation.
- Input and update and maintain personal data on the HR systems, ensuring that security and confidentiality and integrity of sensitive data.
- Draft standard HR letters and communications for contract changes, leavers, flexible working, maternity and paternity leave requests, and other changes to employment terms and conditions etc, using approved templates.
- Support the HR Lead (Operations) and team in preparing and submitting accurate payroll data to the Finance department.
- Plan and co-ordinate appraisal review process, maintaining records and following up on outstanding reviews.
- Take accurate minutes and prepare HR documentation for meetings as requested.
- Review and report on equal opportunities and HR data and trends.
- Support with the digitalization of staff records/ documents in a systematic and accurate way.
- Contribute to continuous improvement within the HR function, supporting efficient administration.

## Recruitment & Onboarding (internal and external)

- Work collaboratively to manage the jobs inbox and day-day enquiries and escalating when necessary.
- Maintain effective communication with the applicants and hiring managers throughout the recruitment process, such as acknowledging applications and providing timely updates.
- Support the recruitment process by updating candidates on shortlisting decisions and other recruitment decisions via email.
- Assist with coordinating interviews (i.e. room bookings, managing interview schedules and tasks) and liaising with candidates and managers.
- Support safer recruitment practices by undertaking pre-interview checks, including Right to Work checks, DBS checks and conducting internet searches for shortlisted candidates.
- Maintain accurate and up-to-date records of recruitment and onboarding documentation ensuring it is managed confidentially and in accordance with data protection requirements.
- Assist with other recruitment tasks from time to time such as recruitment packs.
- Assist with the new staff induction events (normally June and August/September).
- Compiling HR information regarding reference requests for staff.
- Supporting payroll related administration such as creating new starters and processing contact changes.



## Attendance Management

- Monitor, record and track sickness and absence, ensuring all records are maintained accurately with the required documentation in a timely manner.
- Support managers and HR Lead (Operations) with ensuring return to work meetings have taken place and all relevant information has been obtained.
- Maintain accurate records of fit notes and other absence related documentation such as personal appointments ensuring compliance is being met.
- Identify and monitor sickness patterns, as appropriate, and escalate concerns.
- Prepare and present absence management data and reports as required.
- Support the process of OH referrals for staff and arrange meetings when required and draft correspondence.

## Employee Relations & Support

- Be a point of contact for employees and managers on routine people related queries and escalate more complex and sensitive matters.
- Provide basic guidance on people matters and support managers in the application of HR policies and procedures.
- Take accurate minutes during investigations, hearings and other formal meetings.
- Arranging meetings, drafting correspondence and supporting documentation and HR related communications.
- Assist with staff well-being initiatives and signpost appropriate support services where required.
- Monitor, record and track any fixed term contracts, probation, flexible working arrangements and other changes.

## Leavers & Offboarding

- Following the schools staff leaver process, ensure that leavers are recorded at the appropriate time.
- Arrange for exit interviews to take place, conducting them when required and escalating where appropriate.
- Produce leaver statistics and leaver reports as required.
- Record keeping filing (physical and electronic).
- Archiving HR records at key points during the year.

### Compliance & Safeguarding

- Ensure all HR practices comply with ISI (Independent Schools Inspectorate) and safeguarding requirements as outlined in Keeping Children Safe in Education (KCSIE).
- Support training records and compliance with mandatory safeguarding, Online Safety, The Prevent Duty.
- Set up training plans on EduCare (TES Develop) as requested and assist with maintaining records on all training.
- Support the Recruitment Adviser in booking safeguarding briefings with Designated Safeguarding Lead (DSL) for new starters.
- Develop and maintain a central record of contractor checks in line with Keeping Children Safe in Education.

### Data, reporting and HR systems

- Maintain accurate HR records in line with GDPR.
- Contribute to HR data integrity and maintain accurate employee records across HR systems and manually.
- Be proactive in improving efficiency in HR.
- Produce HR management information relating to new starters, leavers, probation and workforce demographics and other people metrics.

### Other

- Provide general absence cover within the HR team, and a willingness to support wider HR projects.
- Work collaboratively with the HR Team to support the HR objectives of the school.
- Liaise with payroll and finance teams regarding staff changes and updates.
- Contribute to a positive and professional HR service across the school.
- Undertake any other reasonable duties as required.

## PERSON SPECIFICATION

### Essential

- A proactive attitude and willingness to improve efficiency of HR processes to support the school.
- Excellent communication and organisation skills and the ability to prioritise and have a flexible and adaptable approach to meet deadlines with accuracy and attention to detail.
- Experience working in HR or Recruitment or in a fast-paced administrative role.
- Experience using Microsoft Applications such as Word, Teams, Excel, Forms, SharePoint, PowerPoint and Outlook.
- Ability to understand and respect confidentiality, sensitivity, legal compliance, and safeguarding responsibilities within an educational setting.
- Commitment to continued learning, taking responsibility for own CPD.

### Desirable

- CIPD Level 3 and/or practical HR experience or a willingness to work towards a HR qualification.
- Experience working in an education setting.
- A good level of up-to-date knowledge of Employment Law legislation and HR best practice.
- Ability to interpret and apply HR policies and procedures and recognizing when to escalate matters or seek guidance.
- Experience of School or other IT based management information system such as iSAMS, EveryHR



## PERSONAL QUALITIES

- Excellent relationship-building skills, with the ability to engage effectively with stakeholders and provide a high-quality, customer-focused service.
- An understanding of the need for sensitivity and confidentiality in dealing with personal data.
- A willingness to be flexible and adapt to new circumstances, requirements, and technologies.
- Excellent communication and interpersonal skills.
- The ability to work as a member of a team, or as an individual with minimal supervision.
- The ability to multi-task and work to achieve tight and ever-changing deadlines and to always remain professional.
- Be a self-motivator, problem solver and be able to use initiative in the role of overcoming challenges.
- A positive, proactive and forward-thinking manner, with a 'can do' attitude.
- A commitment to supporting the successful education and development of young people in an independent school.



## MAIN TERMS AND CONDITIONS

- The start date for this role will be as soon as possible following completion of the School's Safer Recruitment checks.
- The post will report to the HR Lead (Operations). The role sits within the School Operational Team.
- This is a permanent role with the school, and the successful candidate will be employed on an all-year-round contract which includes attendance on all staff days and training days throughout the year.
- The successful candidate will also be expected to work the mandatory safeguarding training day in September each year, which is compulsory for all staff.
- The successful candidate may also be required to work limited special events in school (e.g. RGS Festival and RGS Open Day) with advance notice being given by the school.
- The normal working hours for this role are 37.5 hours per week, Monday to Friday, 8.30am to 4.30pm.
- A starting salary will be in the range of £28 - £30k gross per annum, however the actual salary will reflect the experience and skills offered by the successful applicant.
- RGS staff salaries are reviewed on annually.
- Holidays –The school offers a generous annual leave entitlement of 26 days plus Bank Holidays.
- 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, Allergens, Staff Code and Health and Safety, a copy of which will be made available.



## WHAT WE OFFER



### Working Environment

- A warm, ambitious and supportive staff community, unified by shared values and a passion for helping young people thrive.
- Opportunities to engage in rich co-curricular life of the school including 170 clubs, societies and creative opportunities.



### Food & Facilities

- Outstanding facilities across 30 acres, including state-of-the-art art studios, a modern Sixth Form Centre, Performing Arts Centre and extensive sports facilities including a 25m pool.
- Free use of the gym, fitness suite and swimming pool at permitted times.
- Complimentary lunch during term time
- Access to our modern school library and extensive reading materials.



### Health & Wellbeing

- Optional healthcare plan, including optical, dental, physio cover and telephone GP access.
- Access to a 24/7 confidential counselling service.
- Access to the school medical team, including triage advice and free flu vaccinations.



### Pension & Financial Benefits

- Support staff pension scheme (APTIS):
  - Minimum 3% employee contribution with a 7% employer contribution.
  - Salary Exchange available (optional).



### Additional Benefits

- Generous fee discount for qualifying staff (conditions apply)
- Life assurance scheme (Aviva): 5x annual salary.
- Eligibility for the RGS Support Staff Sick Pay Scheme (after a qualifying period).
- Interest-free loan for corporate Metro travel pass (T&Cs apply).
- Bike to Work scheme (T&Cs apply).
- Enhanced maternity pay.



### Professional Development

- Opportunity for middle leaders and aspiring middle leaders to participate in a focussed training programme.
- Access to 100+ free online training courses
- Regular safeguarding training.
- Ongoing training and development opportunities, including internal/external training
- Free entry to school productions in the Miller Theatre (Performing Arts Centre)
- Easy city-centre access, directly opposite Jesmond Metro station—ideal for commuting.



## HOW TO APPLY

Candidates are advised to read the 'Information for Applicants' with particular care before applying.

Enquiries about this post should be directed in the first instance to Shandeep Sanghera, HR Lead (Operations) [s.sanghera@rgs.newcastle.sch.uk](mailto:s.sanghera@rgs.newcastle.sch.uk)

Please visit [www.rgs.newcastle.sch.uk/join-us/work-with-us](http://www.rgs.newcastle.sch.uk/join-us/work-with-us) to access our application form and further information for applicants.

To apply for this post please submit the following to [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk) by the closing date.

1. A covering letter and
2. A fully completed RGS application form.

Note: You must complete the application form, even if you want to also attach a CV.

Closing Date: 9.00am Monday 05<sup>th</sup> October 2026.

Interviews are likely to take place during w/c 12<sup>th</sup> October 2026

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 [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk).

### Safeguarding and Safer Recruitment

The RGS Newcastle Group of Schools 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 2026)

## 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 application enquiries: [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk)

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



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