DOMESTIC SUPERVISOR

JOB INFORMATION

RGS NEWCASTLE

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DOMESTIC SUPERVISOR

Required as soon as possible.
Newcastle upon Tyne Royal Grammar School



We are looking for a reliable, proactive and enthusiastic individual to lead our Domestic Services team, helping to maintain a clean, safe and welcoming environment across both our Junior and Senior School sites.

As Domestic Supervisor, you will play a key role in overseeing the delivery of high-quality cleaning services, ensuring that the school's facilities are maintained to an excellent standard. You will lead and support a team of Domestic Assistants, coordinating daily operations, monitoring standards and promoting a positive, professional approach to service delivery.

Working as part of our wider Facilities and Estates function, you will collaborate closely with caretaking, maintenance and grounds colleagues to support the smooth day-to-day operation of the school. You will also contribute to the planning and organisation of cleaning provision, helping to ensure that resources are used effectively and efficiently. Reporting to the Facilities Services Manager, you will be supported by an experienced Facilities and Estates leadership team, providing you with the guidance and resources needed to succeed in the role.

This is an excellent opportunity for someone with strong organisational and people-management skills who takes pride in maintaining high standards, enjoys leading a team, and wants to make a meaningful contribution to a thriving and vibrant school community.



Job Description: Domestic Supervisor
Closing Date: 9.00am Wednesday 2nd December 2026
Contact: Scott Moran (Facilities Services Manager) s.moran@rgs.newcastle.sch.uk

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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.



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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.

Academically, the school is highly selective. Students are assessed for entry at the key entry points (Y3, Y5, Y7, and a handful at Y9, plus Sixth Form). The biggest entry points are Y3 (60 students), Y7 (c.75 students) and Y12 (c.45 students). Beyond the academics, in Junior School (Y3-6), entry is assessed through activity days, whilst at Y7, students are assessed through online tests and an interaction day. Sixth Form entry is through interview only.

Students sit baseline tests in Y7, Y10, and Y12 – the average GLA CAT score for both the current Y7 and Y12 is 117. We have several students who have the assistance of our dedicated Learning Support Team, which works across Junior and Senior School.



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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.

Our approach to managing and supporting staff is grounded in the same principles that define our pastoral support for students. We believe that fostering a positive, supportive environment for staff not only enhances individual wellbeing but also strengthens our collective ability to deliver exceptional outcomes for our students.

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KEY DUTIES AND RESPONSIBILITIES

Team Supervision

- Supervise, motivate and support domestic operatives.
- Monitor staff performance and ensure duties are completed to required standards.
- Deliver yearly appraisals to the Domestic team.
- Attend team meetings, training and performance development activities.
- Induct and train all new Domestic Assistants.

Cleaning Operations

- Undertake cleaning duties when required.
- Demonstrate best cleaning practices for the team.
- Cover staff absences and support larger cleaning areas during busy periods.
- Carry out cleaning audits and site inspections to maintain standards.

Stock and Resource Management

- Assist with ordering and managing cleaning supplies and equipment.
- Maintain stock inventories and ensure materials are used efficiently and rotated appropriately.
- Ensure staff have adequate equipment and materials to perform their duties.

Contractor and Supplier Liaison

- Liaise with contractors and suppliers when required.
- Support the Facilities Services Manager in monitoring contractor performance and service quality.

Supporting School Operations

- Work closely with other support departments.
- Help ensure facilities are prepared for school activities and ready for student use.

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HEALTH & SAFETY

An awareness of health and safety, safe use of cleaning materials and environmental health issues are essential.

Supporting the Head of Facilities and Estates and the Facilities Services Manager, the post-holder will help ensure a safe, secure and welcoming environment for pupils, staff, visitors and contractors.

The role requires compliance with the School's health and safety policies and procedures, taking prompt action to address hazards and reporting issues that require further remedial action, including:

- Ensure that appropriate signage is in place when cleaning is in progress.
- Make safe any hazards where possible, and ensure the area is cordoned off.
- During cleaning operations, ensure clear passage is maintained especially on fire escape routes, and that the site is safe and tidy.
- Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
- Ensure that cleaning cupboards are tidy, and that tools and equipment are in a safe condition at all times.



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PERSON SPECIFICATION

The following are essential:

- A qualification in cleaning science or similar.
- Good verbal communication skills.
- Good working knowledge of MS Office 365.
- A strong commitment to quality standards and good practice as they relate to cleaning operations, including:
    - An awareness of health and safety, safe use of cleaning materials and environmental health issues associated with an understanding of COSHH Safety procedures.
    - An understanding of hygiene control.
- A willingness to actively support the ethos and vision of the school.
- The post-holder must show a professional, positive and enthusiastic approach to work and must be flexible and sensitive to the needs of a wide range of school users.
- The post-holder must:
    - be customer focused.
    - be confident and courteous.
    - be organised and methodical.
    - have good timekeeping.
    - have a tidy appearance.
- Show an understanding, or willingness to learn the issues associated with working among young people in a school.
- An ability to work as a member of a team in a busy environment.

The following are desirable:

- Experience of working in a school or similar environment.
- Experience managing teams of 20+ employees.

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KEY INFORMATION ABOUT THE ROLE

- Start date: as soon as possible pending completion of the successful candidate's pre-employment and safeguarding checks.
- This is a permanent, all-year-round role which will include compulsory safeguarding training at the start of each academic year and staff training days.
- Normal hours of work are 12.00pm - 8.00pm (37.5 hours a week) on school days during term time.
- During the school holidays the Domestic Supervisor will work 7.00am - 3.00pm (37.5 hours per week).
- Some work outside these hours, including weekends, may be required in connection with special school events, including but not limited to Open Day, RGS Festival and special dinners.
- The full-time equivalent salary for this role is in the region of £28k gross per annum (Full time equivalent based on a 37.5 hour working week).
- Holiday – 26 Days
- The employee will be required to comply with a range of RGS policies, those regarding Data Protection, use of ICT facilities, Child Protection, Staff Code and Health and Safety, a copy of which will be made available.
- Note for Candidates: Regretfully, the school will not be able to act as work sponsor for this position therefore candidates must have the right to work in the UK already in place.



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BENEFITS AND WELLBEING



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 access to our gym, fitness suite and swimming pool.
- 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 telephone counselling service.
- Access to the school medical team, including triage advice and free flu vaccinations.



Pension & Financial Benefits

Support Staff Pension Scheme (APTIS) provided by Aviva:

- **3% employee contribution**: School contributes **5%**.
- **4% employee contribution**: School contributes **7%**.
- **Above 4% employee contribution**: School contribution remains at a maximum of **7%**.

Salary Exchange available (optional).



Additional Benefits

- Life assurance scheme (Aviva): 5× 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).
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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.

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APPLICATION PROCESS

For further information about the role, please contact **Scott Moran (Facilities Services Manager)** at s.moran@rgs.newcastle.sch.uk or **0191 281 5711**.

Application Closing Date: **9.00am Wednesday 2nd December 2026**

To apply, please email the following to jobs@rgs.newcastle.sch.uk by the closing date:

- A supporting letter outlining your interest in the role and how your skills and experience meet the requirements of the position.
- A fully completed RGS application form.

Please note that all applicants must complete the RGS application form. CVs may be submitted in addition, but not as a substitute.



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Safeguarding and Safer Recruitment

The RGS Newcastle Group 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.

CONTACT DETAILS

Royal Grammar School Eskdale Terrace Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: communications@rgs.newcastle.sch.uk
www.rgs.newcastle.sch.uk

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