

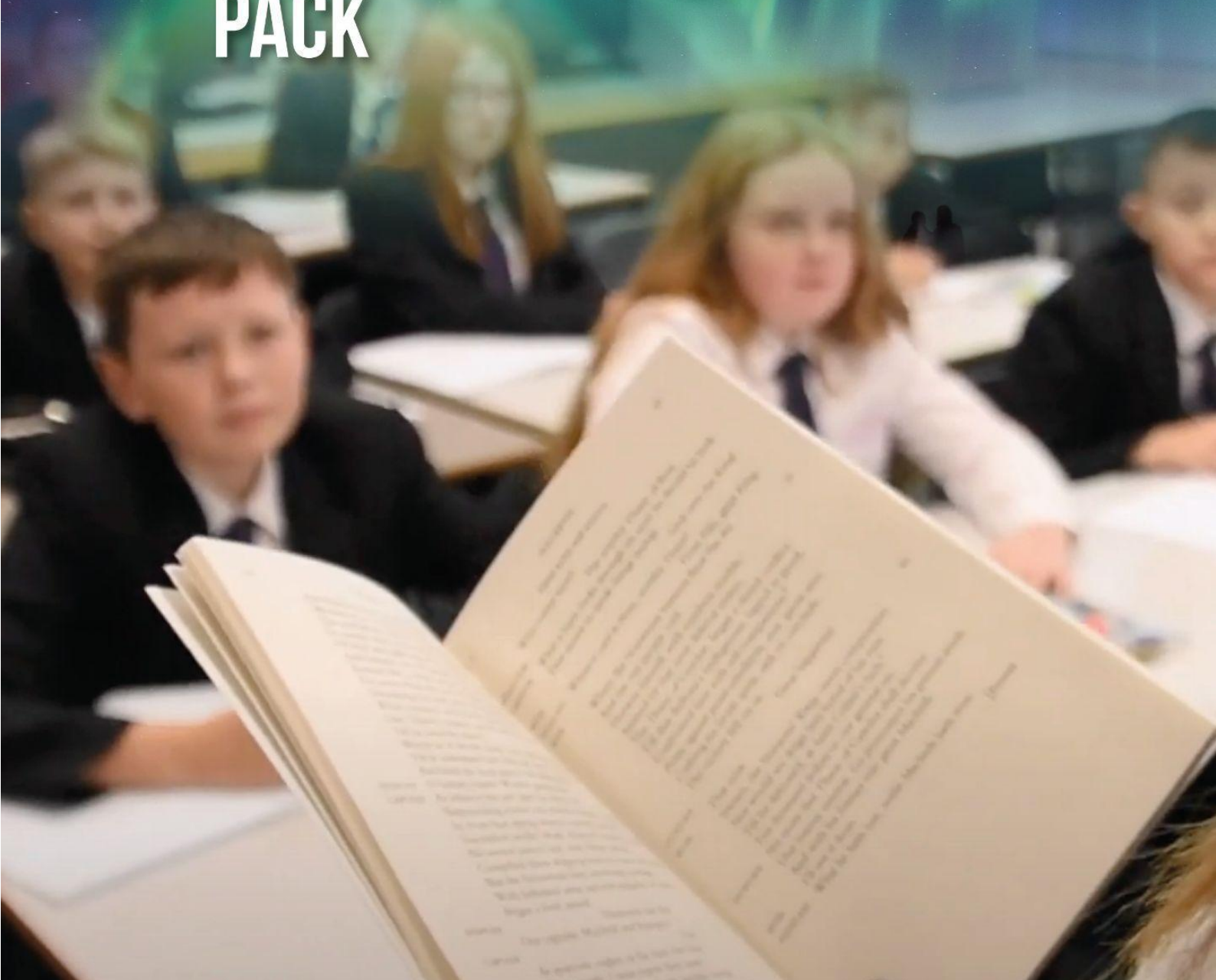


Northern  
Lights

LEARNING TRUST

CARETAKER ACROSS  
LOCATIONS

APPLICATION  
PACK



# Northern Lights



We are a Multi-Academy Trust currently comprising seven primary and secondary schools and 3,093 children and young people from Stockton and Hartlepool in Teesside through to Sunderland and Washington.



We are a Teaching School Hub, one of 87 centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice, and offer evidence-based professional development for early years practitioners.

## OUR SCHOOLS



### Hart Primary School

Hartlepool



### St. Peter's Elwick CE Primary School,

Hartlepool



### Benedict Biscop CE Academy

Sunderland



### St. Helen's Primary School

Hartlepool



### Holley Park Academy

Washington, Sunderland



### Ian Ramsey CE Academy

Stockton-on-Tees



### Venerable Bede CE Academy

Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic - that is really important to us - but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

- Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



## Welcome from the CEO

Thank you for your interest in the position of Caretaker within Northern Lights Learning Trust.

We are a growing Multi Academy Trust that is currently made up of 2 secondaries and 5 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 3,000 pupils and employ over 400 members of staff and serve a diverse range of schools and communities.

Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, '*I am proud to work for a forward-thinking Trust who put people development at the heart*'.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours sincerely

Jo Heaton

Mrs J. Heaton OBE  
Chief Executive Officer

## **CARETAKER**

1X Fixed term position till 31<sup>st</sup> March 2024 (potential to be extended),

Required as soon as possible

Working across all locations within Northern Lights Learning Trust

NJC SCP 6

£21,968, FTE

NJC Pay and Conditions

37 hours per week, all year round

Northern Lights Learning Trust are looking to appoint an enthusiastic and reliable Caretaker to work in the schools across our Trust to ensure that the sites are safe and well maintained. You will be working across 7 schools within the Northeast which are located in Stockton-on-Tees, Hartlepool and Sunderland.

### **Do you:**

- Have the skills and knowledge to ensure the school is a safe and clean environment
- Possess excellent organisational and general DIY skills
- Have an understanding when dealing with children and adults
- Keep calm under pressure whilst maintaining confidentiality
- Have an enthusiasm which would allow you to be supportive of the Trust and schools ethos'
- Have the ability to work across any location within the Trust.

**If so, we would really welcome your application**

### **In return you will receive:**

- A supportive working environment that puts people at the heart of the organisation.
- Continuous professional development, including the opportunity to undertake related qualifications.
- National joint council Terms and Conditions of Employment.
- Local Government Pension Scheme.
- The opportunity to work as part of a growing Trust and be part of establishing a career path that is right for you

Details of the trust can be found on the website: <https://northernlights.education/>

## **CLOSING DATE:**

**Applications must be received by: 31<sup>st</sup> October 2023 at 1:00pm**

**Short Listing will take place on: 1<sup>st</sup> November 2023**

**Interviews will take place on: 9<sup>th</sup> November 2023**

## **HOW TO APPLY:**

Please complete the job application form which can be downloaded from our website, unfortunately due to safer recruitment practices applications cannot be considered in other formats. Completed application forms should be returned by email to [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk) or by post to Spectrum Business Park, Building 2, Lighthouse View Seaham SR7 7PR by the closing date. We welcome you to have an informal conversation about the role, please contact Martin Green, Director of Estates on 0191 594 7033, option 2.

## JOB DESCRIPTION

POST: Caretaker

RESPONSIBLE TO: Director of Estates

RESPONSIBLE FOR: Caretaker duties across all locations within the Trust.

SALARY BAND: NJC 6

START DATE: As soon as possible

### **Main Activities:**

#### *General Duties*

- DIY experience at minor maintenance level as required.
- Removal of all rubbish and broken furniture including safe storage outside.
- To escort and supervise contractors regarding repairs and maintenance and escalate concerns to Line Manager.
- To carry out authorised procedures in the event of fire, flood, breaking and entering, accident, major damage or terrorist/bomb threat. To be aware of all mains isolation points.
- Delivery and portage of goods and materials as directed, including furniture around site.
- Preparation of the premises during the day for internal events including assemblies, lunches, stakeholder events.
- Preparing the premises and site for after-hours or weekend activities as required.
- To prepare all exam areas prior to and on completion of mock/external exams.
- Repair lockers where appropriate.
- Driving the school minibus as and when required.
- To work alongside the cleaning team to ensure premises/grounds are cleaned to specified standards.
- Basic computer usage and data input
- Work alongside the Director of Estates to support the completion of wider trust estate related activity.

#### *Security & Access*

- Act as key holder for the buildings within the Trust and open/close as directed by the Headteacher or Director of Estates.
- General security of premises and grounds in accordance with the specifications of the Northern Lights Trust.
- Ensuring that the premises are open for use as and when required, setting the alarm system and testing of the fire alarms.
- Liaison with the Police, and as appropriate security firms and contractors on the security of the premises and its contents.
- Prevent unauthorised parking or entry to the school site, where safe to do so and report to the Head Teacher/Police as necessary.

### *Health & Safety*

- Responsibility for all playing areas, paths, drains and gullies including shrubbery as required to ensure they are maintained to a safe condition at all times.
- Grit/clear playgrounds, car parks, paths etc when required.
- To ensure that all equipment and machinery is in a safe working condition, correctly stored and follow the repair and maintenance schedule.
- Carry out frost procedure and routine inspection as necessary.
- All statutory Health and Safety responsibilities.

### *Heating*

- Report any failure of the heating or other plant promptly to the Head Teacher/ designated officer following emergency procedures.
- Duties in connection with the energy conservation programme (e.g. reading meters – electricity, gas and water) as directed by the Line Manager and assisting in monitoring the use of energy.

### **SUPPORT FOR THE TRUST:**

- Contribute to the overall ethos/work/aims of the Trust.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Attend all relevant team /Trust meetings.
- Participate in training and other learning activities and performance development as required.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Duty supervision as required.
- Undertake First Aid qualification and first aid duty as required to support the Trust.
- Participate in statutory and other training as required; comply with all Northern Lights Trust policies.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

## PERSON SPECIFICATION CARETAKER

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>APPLICATION FORM</b>	<ol style="list-style-type: none"> <li>Well-presented and complete application form</li> </ol>		Application
<b>QUALIFICATIONS &amp; TRAINING</b>	<ol style="list-style-type: none"> <li>Basic skills/induction.</li> <li>Willingness to participate in training and development opportunities.</li> <li>Hold or be willing to undertake first aid training.</li> </ol>	<ol style="list-style-type: none"> <li>COSHH training.</li> <li>IOSH certificate.</li> <li>Health &amp; Safety training.</li> <li>PAT testing qualification.</li> </ol>	Application
<b>EXPERIENCE</b>	<ol style="list-style-type: none"> <li>DIY experience at the level of minor maintenance.</li> <li>Care and maintenance of premises, including security.</li> </ol>	<ol style="list-style-type: none"> <li>Working in a school environment.</li> <li>Ability to travel to any location within the trust.</li> <li>Experience of working with heating systems.</li> </ol>	Task Application
<b>SKILLS AND KNOWLEDGE</b>	<ol style="list-style-type: none"> <li>Knowledge of Health &amp; Safety requirements.</li> <li>Knowledge of security systems and procedures.</li> <li>Able to carry out set instructions</li> </ol>		Application Task Interview



	<p>and seek clarification where necessary.</p> <p>17. Understanding of appropriate cleaning methods and standards.</p> <p>18. Basic DIY skills.</p> <p>19. Ability to follow and comply with instructions on equipment/machinery.</p> <p>20. Good communication skills and the ability to work effectively with a wide range of people.</p> <p>21. Able to deal with emergencies outside normal working hours, following set procedures.</p> <p>22. Ability for some heavy lifting.</p> <p>23. Is able to prioritise daily workload.</p>		
<p><b>PERSONAL QUALITIES</b></p>	<p>24. Pleasant and friendly manner.</p> <p>25. Polite and punctual.</p> <p>26. Reliable.</p> <p>27. A commitment to working as part of the whole Trust team and supporting the</p>		<p>Interview</p>

	vision and aims of the Trust.		
<b>OTHER</b>	28. Satisfactory references (which will be requested for all candidates progressed to interview under safer recruitment practices) 29. Enhanced DBS with barred list check		References Enhanced DBS certificate