



Northern
Lights

LEARNING TRUST

PREMISES ASSISTANT
ST PETER'S ELWICK CE PRIMARY SCHOOL

APPLICATION
PACK



Northern Lights



We are a Multi-Academy Trust currently comprising eight schools – primary and secondary – and over 3,500 children and young people in an area stretching from Teesside through to Wearside.



We are a Teaching School Hub, one of 87 DfE 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



Benedict Biscop CE Academy
Sunderland



Grange Primary School
Hartlepool



Hart Primary School
Hartlepool



Holley Park Academy
Washington, Sunderland



Ian Ramsey CE Academy
Stockton-on-Tees



St. Helen's Primary School
Hartlepool



St. Peter's Elwick CE Primary School,
Hartlepool



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 Premises Assistant within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 2 secondaries and 6 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 3500 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 seek to support our staff to develop and thrive.

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 faithfully

Jo Heaton
Chief Executive Officer



Head of School Welcome

Thank you for your interest in this post. St Peter's Elwick Church of England Primary School is a small, rural school on the outskirts of Hartlepool with a vision to give all the opportunity to be who God created them to be and have fullness of life. We are an inclusive, welcoming school for all faiths and none and it is an enormous privilege to serve our wonderful pupils and committed parents as their Head of School.

At St Peter's Elwick, you will find pupils who are keen to learn and to support the wider life of school and beyond through our range of leadership opportunities. Both Ofsted (March 2023) and SIAMS (March 2022) praised our pupils for their 'exemplary behaviour'. We are a high performing school who strive to identify the unique gifts given to each of our children and staff members and support them in making the best use of these to serve others.

As a member of staff here, you would join a team of caring and hard working professionals who go the extra mile to support our children and one another. Similarly, you would receive high quality professional development and support as part of Northern Lights Learning Trust – there's always someone who can help or who you can learn from!

Yours sincerely

Vikki Wilson
Head of School

PREMISES ASSISTANT

**Permanent position required September 2024
At St. Peter's Elwick Cof E Primary School**

NJC SCP 5-6

**£23,500-£23,893 per annum pro rata salary
(Actual Salary £8,012)**

**starting point negotiable depending upon experience
16 hours per week over 41 weeks of the year (term time
plus PD Days and 2 weeks in school closure periods)**

**To be worked Monday – Friday (additional hours may be required during
school holidays or weekends which can be paid overtime or as a possible
flexible working option).**

Are you organised, flexible, enthusiastic and hardworking?

Do you thrive working in a busy environment?

Would you like to make a difference to children's learning and well-being?

St. Peter's Elwick C of E Primary School is part of Northern Lights Learning Trust and we are looking to appoint one enthusiastic and reliable Premises Assistant to work in our school, to ensure that the site is safe and well maintained.

The successful candidate will:

- Have the skills and knowledge to ensure the school is a safe and well-maintained environment
- Possess excellent organisational and general DIY skills
- Be understanding and supportive when communicating with children and adults
- Keep calm under pressure whilst maintaining confidentiality
- Be enthusiastic and supportive of the Trust and school's ethos

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 Terms and Conditions of Employment (NJC Green Book).
- Local Government Pension Scheme
- The opportunity to work as part of a growing Trust and shape this role.
- Employee welfare package, including 24-hour GP access and access to a whole range of wellbeing package.

Details of the school can be found on the school website

<http://www.hartelwickfederation.org.uk>

CLOSING DATE:

Applications must be received by: Monday 1st July 2024

Short Listing will take place on: Tuesday 2nd July 2024

Interviews will take place on: Friday 5th July 2024

HOW TO APPLY

Prospective applicants are encouraged to visit the school - please contact Sharon Collier at info.elwick@nllt.co.uk to arrange an appointment.

Application packs can be downloaded from the school website or alternatively a pack can be requested and obtained from the school office, please e-mail info.elwick@nllt.co.uk to arrange this.

Completed packs must be returned no later than 9am on the closing date.

Applications should be returned via e-mail to recruitment@nllt.co.uk or by post to Northern Lights Learning Trust, Spectrum Business Park, Lighthouse View, Building 2, Seaham, SR7 7PR.

Only applications received on the trust application form can be accepted under our Safer Recruitment Policy.

JOB DESCRIPTION

POST: Premises Assistant

RESPONSIBLE TO: Office Manager/Head of School

SALARY BAND: NJC 5-6 Scale (Part time, TTO only plus 2 weeks including PD Days – 41 weeks)

JOB PURPOSE:

The purpose of the post will be to assist the Head of School/Executive Headteacher in providing a high quality learning environment by:

Being committed to the aims of the school and demonstrate the ability to work with a wide range of people, carrying out a daily cleaning programme to high standards.

Being mindful of the needs of children, including arrangements to protect and safeguard them.

Being responsible for the maintenance and repair of the school premises and equipment.

KEY RESPONSIBILITIES:

Role requires working within a team.

Role requires attendance at any training relevant to the post, ensuring continuing, personal and professional development.

Role requires the post holder to present self as a role model to pupils in speech, dress, behaviour and attitude, in keeping with the Trust vision and values.

The Premises Assistant will:

Internal:

- Being responsible for the daily inspection of the school premises and to ensure no hazard prohibits the safe use of the building. Any hazards to be rectified or reported appropriately.
- Reporting to Office Manager/Head of School any damage to the school buildings or the need for repairs.
- Security of all school premises, including operation of fire and intruder alarms and key holding responsibility.
- Regular checks on fire alarm system, emergency lights, door guards and any other systems when necessary - these will be determined by school policies.
- Checking boilers and heating systems and report faults to the Office Manager/Head of School (including checking heating oil levels).
- General security including responding to any alarm activations both out of and during school hours (when available - paid at an additional rate)

- Dealing with deliveries.
- Moving furniture and equipment – which includes setting out hall for school day.
- Floor maintenance including the application of floor seals where not covered by contract cleaning specifications.
- Carry out day to day minor repairs including general DIY tasks, removal of graffiti, with emphasis being placed on emergency action where safety or security are involved.
- Maintaining up keep of school equipment, rooms and corridors, repairing paintwork, basic plumbing, joinery etc. carrying out any reasonable repairs and maintenance.
- Contacting and liaising with external contractors where necessary.
- Preparing school for “active lettings” if relevant.
- Asbestos Management during hours of work including annual checks.
- Responsible for cleaning designated toilets in school - maintaining to highest standards.
- Responsible for cleaning hall and maintaining to highest standards.
- Responsible for cleaning windows throughout school (internal and external).
- Responsible for moving all waste throughout the school on a daily basis ensuring that where possible waste is recycled.

Grounds Maintenance:

- Empty all outside litter bins as required.
- Snow cleaning as required – essential pathways within the school site to be kept clear and icy pathways to be gritted.
- Ensuring car park access is maintained and the gates are locked at appropriate times.
- Ensuring that guttering is free from debris and leaks.

Prioritising and planning by:

- Regularly reviewing work undertaken/to be undertaken, by regular meeting with Senior Management, recording any successes/concerns/delays/cost implications.
- Recording planned tasks targeted for the week and overview ensuring working targets are met.

Being involved in the School Development Planning process in matters relating to the school premises.

Holiday cleaning:

- Thoroughly wash and clean all toilet areas with appropriate equipment.
- Wash and polish furniture in designated areas before returning to areas.
- Strip, treat, polish hall floor to high standard using appropriate equipment.
- Remove all furniture [where possible] to assist thorough cleaning.
- Clean all light fittings using appropriate access equipment.
- Cleaning of all paintwork, including windows inside and outside.

Being responsible during school holidays, when at work in relation to key holding/ site security, boiler checks, painting, minor repairs etc as agreed with Office Manager and Headteacher.

Health and Safety

- Ensure the health and safety policy is implemented at all times.
- Ensure the maximum level of security consistent with the ethos of the academy.
- Ensure safeguarding procedures and monitoring of those on site meets safeguarding requirements.

Other

- to carry out duties in accordance with full regard to the Trust policies and procedures.
- to undertake such other reasonable duties, that are commensurate with the post, as may be required within the Trust.
- To work across both sites of St. Peter's Elwick and Hart Primary Schools when required (e.g. two person task, sickness cover, etc.)

This job description is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time on request by the Head of School.

PERSON SPECIFICATION PREMISES ASSISTANT

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Well-presented application form and supporting statement		Application
QUALIFICATIONS	2. Literate and numerate 3. H&S qualification or relevant working experience of willing to work towards	4. First Aid Training certificate 5. Qualifications in building maintenance, e.g. electrical or plumbing qualifications 6. Current valid driving licence and appropriate car insurance for business use	Application Certificates Interview
EXPERIENCE	7. Working with members of the public	8. Working in a school environment 9. Experience of working in a caretaking/cleaning role 10. Keyholding/Site Security 11. Experience of liaising with external contractors	Application Interview References
KNOWLEDGE & UNDERSTANDING	12. Ability to undertake general maintenance tasks within the building particularly painting and decorating	13. Competent in written communications/record-keeping skills	Application Interview References

**SKILLS AND
PERSONAL
QUALITIES TO
INCLUDE**

14. Self-motivation with commitment to punctuality and reliability
15. Good oral communication skills
16. Good co-ordinating and organisational skills
17. Good interpersonal skills and ability to liaise with various contractors
18. Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours (e.g. parents evenings, school discos etc)
19. Commitment to own continuous personal and professional development
20. Strong team player, committed to an ethos of continuous improvement
21. Ability to ensure that deadlines are met and work is prioritised accordingly

22. Contactable by telephone out of working hours
23. Evidence of own continuous personal and professional development

Application
Interview
Certificates
References

OTHER

- 24. Fully supportive references
- 25. Fully enhanced DBS clearance with children's barred list check

26. Strong recommendation

References
Enhanced DBS
certificate

References:

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

DBS:

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.**Safeguarding:**

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

Pre-employment occupational health:

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

Equal opportunities:

Northern Lights Learning Trust are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.