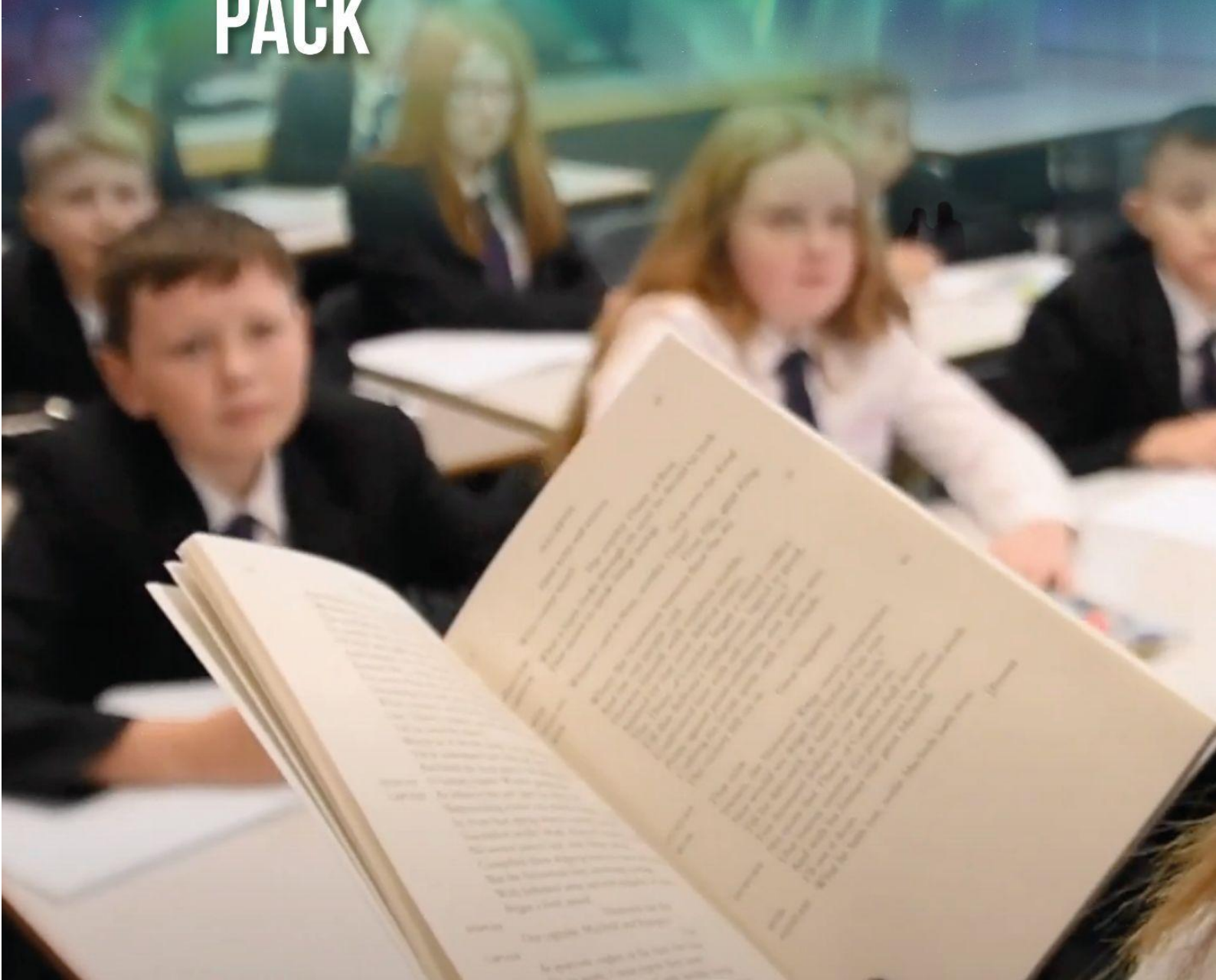




Northern  
Lights

LEARNING TRUST

# APPLICATION PACK





# Northern Lights



We are a Multi-Academy Trust currently comprising nine schools – primary and secondary – and over 4,000 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 Aidan's CE Academy**  
Darlington



**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 Site Supervisor within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 6 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4000 pupils and employ over 500 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 sincerely

Jo Heaton  
Chief Executive Officer



## Welcome from the Headteacher

It is my pleasure to welcome you to Ian Ramsey CE Academy, where I am privileged to have been recently appointed to the post of Headteacher.

Ian Ramsey CE is a popular and oversubscribed secondary school at the heart of the Stockton community and its surrounding villages. There are approximately 1187 pupils on roll in years 7-11. In 2022, Ofsted described our academy as a place where 'Pupils and staff have positive relationships. There is an inclusive culture built on a Christian ethos.'

The Christian ethos shapes the daily culture of our school, so our children feel safe and are cared for. Our Academy's mission statement, '**Together to learn, to grow, to serve,**' encompasses our commitment to ensuring all members of our community use the gifts we have been given to serve others to learn as individuals and build the confidence to achieve their aspirations.

We provide a broad and inspiring academic experience, which is interesting, challenging, and relevant to the needs of our pupils. We want all our children to reach their full potential, to give them the opportunity to flourish, to recognise and develop their individual gifts and talents and approach the outside world with confidence. Our DEEP curriculum offers all pupils a first-class education based on high-quality teaching and a range of experiences outside of the classroom.

The forthcoming 2024/25 academic year will be an exciting one for all those involved. Whilst the most recent Ofsted inspection judged the academy to be 'good' in all areas, there is still so much potential that is yet to be recognised and harnessed. I look forward to developing a team builds on the great foundations to ensure outstanding education outcomes and experiences for the community of Stockton. The post of Site Supervisor will be instrumental in supporting this development.

Kind regards

Donna Park  
Headteacher

**SITE SUPERVISOR**  
**Required as soon as possible**  
**NJC 7 -11 (£24,294 - £25,979)**  
**37 hours per week, all year round**  
**Early and Late Shifts, Out of Hours Cover**  
**Green Book Pay and Conditions**

The successful candidate should:

- Demonstrate high expectations of yourself and others.
- Enjoy working collaboratively, being innovative and creative
- Have the skills and knowledge to ensure the school is a safe environment
- Possess excellent organisational 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 school's ethos.

If this is you, 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.
- 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 whole range of wellbeing package.
- Employee benefits package, including discounts and access to salary sacrifice schemes.

Details of the school can be found on the school website: <https://www.ianramsey.org.uk/>



## **CLOSING DATE:**

**Applications must be received by:** Thursday 10<sup>th</sup> October 2024, Noon

**Shortlisting will take place on:** Friday 11<sup>th</sup> October 2024

**Interviews will take place on:** Week beginning 14<sup>th</sup> October 2024

## **HOW TO APPLY:**

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk) or by post to Northern Lights Learning Trust, Spectrum Business Park, Lighthouse View, Building 2, Seaham, SR7 7PR

Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, please contact [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk)

## Job Description

Post title	Site Supervisor
Salary Band	SCP 7-11 (£24,294- £25,979)
Line Management	Site Manager
Job Purpose	To manage the building and ensure it is maintained to high standard of repair and cleanliness

### Key purpose of the role:

Reporting to the Site Manager, the Site Supervisor will be responsible for supporting the development and delivery of all facilities matters at the academy and managing day to day building services.

To support the management of the planned maintenance programme for the academy and help oversee the delivery of statutory compliance tasks. To assist the Site Manager and central team with

the delivery of capital maintenance and improvement works, liaising with external contractors, and be a point of contact for the academy.

### **Main duties and responsibilities:**

#### **Security**

The Site Supervisor will:

- Have key holder responsibilities for the Academy and undertake associated call out duties out of school hours.
- Help maintain the overall security of the premises, in accordance with the specifications of the Board of Directors.
- Ensure that the premises are open for use as and when required in accordance with the specifications of Board of Directors, and that they are, secure, cleaned and closed after use.
- Liaison with the Police, and as appropriate security firms and contractors, on the security of the premises, including reporting trespassers as directed by the Headteacher.
- Monitor the Security of the Academy. In the event of a fault on the system contact the alarm receiving centre and arrange for repair before leaving the building.

#### **Health and Safety**

The Site Supervisor will:

- Take responsibility for upholding the Trust health and safety policy and procedures.
- Work closely with the Site Manager, Director of Estates and Chief Operating Officer to ensure best practice is achieved.
- Support the delivery of the academy's programme for statutory health, safety, and compliance in line with current regulations and Trust policies. Examples include management of asbestos register, fire, water, gas, and electrical safety. Complete appropriate records to demonstrate compliance to the standards established by the Trust.
- Support with the development of risk register, ensuring risk assessments are in place for all relevant hazards and working procedures. Ensuring that staff are familiar with safe working practices and understand the importance of compliance.



- Report any incidents, accidents, hazards and take a pro-active approach to Health and Safety matters in order to protect themselves and others.
- Monitor works carried out on site and liaise with contractors to ensure building and maintenance works is in accordance with Health and Safety requirements, reporting any issues to the Site Manager.
- Ensure all contractors are inducted to site and adhere to the Health and Safety policy.
- Support the academy's fire safety requirements including regular inspections, processes, and daily checks.
- Act as a fire warden for the academy, carrying out appropriate actions during fire evacuations/drills.
- Ensure Legionella routines are carried out, including flushing and are recorded appropriately

## **Maintenance**

The Site Supervisor will:

- Support the Site Manager to ensure building compliance checks are carried out in a timely manner, using EVERY system to monitor and record tasks and annual requirements.
- Ensure that all plant and equipment used on site is operational and properly maintained in a safe working condition. Ensure safe storage of equipment not in use.
- Support the Site Manager in ensuring compliance using EVERY system to monitor and record tasks and annual requirements.
- Help ensure that all property and grounds are maintained in accordance with agreed programmes and to established standards.
- Use the 'helpdesk' process to ensure that repairs and issues identified by staff are actioned within the required timescale.
- Support the Site Manager to ensure that all programmes for inspection and repair are undertaken within the required timescale. Report any failure of equipment to the Head Teacher immediately.
- Support the Site Manager to ensure all facilities contracts are in place and monitored for effectiveness in line with specifications and agreed arrangements.
- Ensure high standards of cleanliness within the premises and site are maintained, undertaking cleaning duties where required.

## **Energy Management**

The Site Supervisor will:

- Monitor the function and provision of all utility services.
- Follow energy conservation programme, taking reading of meters and reacting promptly to issues or hazards.
- Ensure the heating system is used effectively, to maintain appropriate temperature.
- Take appropriate action to correct any faults, including day to day maintenance. Advise Site Manager of faults.
- Ensure plugs, sockets and electrical equipment is turned off when not in use.
- Ensure windows and doors are kept closed in the heating season
- Monitor the lights in the Academy each day and take appropriate action to correct any fault.
- Turn off ventilation that is not required.
- Monitor and report of any defects to the Site Manager.

### **General Duties**

The Site Supervisor will:

- Undertake skilled repairs, maintenance and building work as required in line with their training and capability.
- Carry out authorised procedures in the event of fire, flood, breaking and entering, accident or major damage, and in furtherance of this duty, to be aware of the situation of the water and gas mains stop cocks and main electrical fuse box.
- Monitor the cleaning of the academy and report concerns to the Site Manager.
- Set up chairs and tables for acts of worship, lunch, exams and meetings when required.
- In specified areas of the Academy, as required, clean internal and external surfaces and glass.
- Driving the academy minibus as required.
- Help ensure that the premises are open for use as and when required, in accordance with the specifications of Board of Directors, and that they are secure, cleaned and closed after use.
- Ensure that all playing areas, paths and steps are swept and free from debris and hazards, that all drains and gullies are free flowing and clean, bins are emptied and that all outside areas e.g. playgrounds, car parks, paths etc. are cleared or salted/gritted and safe in times of inclement weather.
- Assist in the arrangements of and communication for letting of Academy facilities.
- Ensure appropriate security procedures are carried out during external letting use of the Academy.

- Ensure that appropriate records are maintained, and all Health and Safety procedures followed during lettings.
- Support the Site Manager to arrange repair/cleaning/maintenance according to prescribed schedule using internal staff and external companies, as required.
- Ensure that all rubbish and broken furniture is removed from the building and is taken to bins or to a safe storage area so it can be removed as soon as practicable.
- Help monitor stock of critical spares and stock required for the day-to-day management of the site.
- Support the Site Manager with external lettings to develop and administer the hire services for the academy.
- Ensure swift portorage of goods and materials and the movement of furniture and equipment; taking delivery of goods and materials for distribution or storing, as directed by the Site Manager.
- Carry out appropriate job-related training, as required, in a timely manner.
- Order and maintains supplies via the Site Manager.
- Report daily to the Site Manager for maintenance and repair schedule
- Any other duties of a similar nature related to the post, which may be required from time to time.

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>APPLICATION FORM</b>	1. Completed application form		Application
<b>QUALIFICATIONS AND TRAINING</b>	1. Basic Skills 2. Willingness to participate in training and development opportunities. 3. Hold a First Aid qualification or be willing to undertake this immediately.	1. COSSH training 2. IOSH certificate	Application: E1, E3, D1, D2  Interview: E2

## EXPERIENCE

1. Excellent organisation skills to ensure effective caretaking and grounds maintenance in line with school requirements.
2. A working knowledge of building technology and managing routine, planned and preventative maintenance.
3. A working knowledge of relevant health and safety processes.
4. Experience of working to deadlines and conflicting priorities

1. Experience of working in a school setting, Local Authority building services, or similar.

Application: E2, E4, D1

Interview: E1, E3

References

## SKILLS AND KNOWLEDGE

1. Good communication skills and the ability to work effectively with a wide range of people
2. Ability to follow and comply with instructions on equipment / machinery.
3. Ability to use IT systems.
4. Ability to complete records as needed.
5. Able to deal with emergencies outside normal working hours, following set procedures.
6. Understanding of appropriate cleaning

Application: E1, E2, E3, E4

Interview: E5, E6

References



	methods and standards		
<b>PERSONAL AND PROFESSIONAL ATTRIBUTES</b>	<ol style="list-style-type: none"> <li>1. Demonstrates an ability to be work collaboratively, using creativity to solve difficult issues.</li> <li>2. To be an active member of the site team.</li> <li>3. Ability to work flexibly, outside of normal working hours if required.</li> <li>4. Demonstrates a professional manner at all times.</li> <li>5. To be reliable and conscientious</li> <li>6. A commitment to working as part of the whole school/Trust team and support the vision and aims of the Academy.</li> </ol>		<p>Application: E1, E2, E3</p> <p>Interview: E4, E5, E6</p> <p>References</p>
<b>OTHER</b>	<ol style="list-style-type: none"> <li>1. Recommendation from both referees</li> <li>2. Fully enhanced DBS clearance with children's barred list check</li> </ol>		<p>References</p> <p>Enhanced DBS certificate</p>

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.

This job description is subject to regular review which can be initiated by either the post holder, Headteacher, Site Manager or the Director of Estates.

**Holidays to be taken throughout the year (excluding term time) by prior consultation/ approval of the Site Manager.**

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**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.