



Northern  
Lights  
LEARNING TRUST

CARETAKER

IAN RAMSEY CE ACADEMY

# APPLICATION PACK



# Northern Lights



**Northern  
Lights**  
LEARNING TRUST

We are a Multi-Academy Trust currently comprising ten schools – primary and secondary – and over 4,200 children and young people in an area stretching from Teesside through to Wearside.



**Northern  
Lights**  
TEACHING SCHOOL HUB

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.



**Northern  
Lights**  
EARLY YEARS HUB NORTH EAST

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



**Dame Dorothy Primary School**  
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 Caretaker within Northern Lights Learning Trust.



We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 7 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4200 pupils and employ over 550 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



## 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 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.

Each member of staff plays an essential role in the day to day running of the school and each can positively impact the children and young people in our care; the post of Caretaker will be no different and is a vital role in the whole academy team.

Thank you for your interest in our academy.

Kind regards

Donna Park  
**Headteacher**

## **CARETAKER**

Full time, weekly early and late shifts, extra out of hours opening and closing, out of hours call-out as required.

NJC SCP 5-6

£24,790 - £25,183

NJC Pay and Conditions

37 hours per week / full year working

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?

Northern Lights Learning Trust are looking to appoint an enthusiastic and reliable Caretaker to work at Ian Ramsey CE Academy, Fairfield Road, Stockton-on-Tees, TS19 7AJ.

### **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'

**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
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme
- Annual leave rises after 5 years continuous service

**Employee welfare package through Education Mutual including:**

- 24-hour GP access
- Nurse support service
- Mental health services, including stress management, mental health first aid training and bereavement support
- Free Flu vaccinations
- Counselling Services
- Physiotherapy
- Financial wellbeing coaching
- Maternity and Paternity support
- Menopause support
- Access to useful wellbeing resources

**Employee benefits package through Vivup including:**

- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out

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

## CLOSING DATE:

**Applications must be received by: Monday 30<sup>th</sup> June at 8am**

**Short Listing will take place on: Monday 30<sup>th</sup> June**

**Interviews will take place week commencing: w/c Monday 30<sup>th</sup> June**

## HOW TO APPLY:

Letters of application should be returned, along with a Northern Lights Learning Trust application form, via email to [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk) or by post to Recruitment, 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, **CVs 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: Caretaker  
RESPONSIBLE TO: Site Manager  
SALARY BAND: NJC SCP 5-6  
START DATE: As soon as possible

### JOB PURPOSE:

The purpose of the post will be to assist the Headteacher in providing high quality learning environment by:

- Being committed to the aims of the school and demonstrating the ability to work with a wide range of people, carrying out a daily cleaning programme to high standards.
- Being tolerant of children and willing to support them in their learning environment, being mindful of arrangements to protect and safeguard all children.
- Being responsible for the maintenance and repair of the school premises and equipment by undertaking the following role.

### KEY RESPONSIBILITIES:

Role requires working with a team.

Role requires attendance at any training courses 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.

#### 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 are to be rectified or reported appropriately.
- Reporting to the Site Manager 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, Doorguards and any other systems when necessary - these will be determined by school policies.
- Checking boilers and heating systems and reporting faults to the Site Manager (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.
- Meetings with Office Manager/ Headteacher to ensure effective communication.
- Asbestos Management during hours of work including annual checks.
- Maintaining up to date e-learning training to ensure compliant and school maintains statutory requirements.
- Responsible for cleaning designated areas of the school building floor maintenance - maintaining them to the highest standards, working with a cleaning team.
- Responsible for cleaning designated toilets in school -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:

- Recording planned tasks targeted for the week and overview ensuring working targets are met.
- Regularly reviewing work undertaken and to be undertaken by regular meetings with Site Manager, recording any successes / concerns / delays / cost implications.
- Undertaking reasonable tasks as required by Senior Management in relation to the buildings and site.

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

- Holiday cleaning
- Painting throughout school.
- 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 areas thoroughly.
- 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 the Site 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.

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 Headteacher.

## PERSON SPECIFICATION CARETAKER

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>APPLICATION FORM</b>	1. Well-presented and complete application form		Application
<b>QUALIFICATIONS</b>	2. Literate and numerate 3. H&S qualification or relevant working experience or 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 Interview Certificates
<b>EXPERIENCE</b>	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
<b>SKILLS AND KNOWLEDGE</b>	12. Self-motivation with commitment to punctuality and reliability 13. Ability to undertake general	17. Competent in written communication / record-keeping skills	Application Interview Certificates

	<p>maintenance tasks within the building particularly painting and decorating</p> <p>14. Good oral communication skills</p> <p>15. Good co-ordinating and organisational skills</p> <p>16. Good interpersonal skills and ability to liaise with various contractors</p>		
<p><b>PERSONAL QUALITIES</b></p>	<p>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.)</p> <p>19. Commitment to own continuous personal and professional development</p> <p>20. Strong team player, committed to an ethos of continuous improvement</p> <p>21. Ability to ensuring that deadlines are</p>	<p>22. Contactable by telephone out of working hours</p> <p>23. Evidence of own continuous personal and professional development</p>	<p>Application Interview Certificates</p>

	met and work is prioritised accordingly		
<b>OTHER</b>	<p>24. Satisfactory references (which will be requested for all candidates progressed to interview under safer recruitment practices)</p> <p>25. Enhanced DBS with barred list check</p>		References 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.