



Northern  
Lights

LEARNING TRUST

SENIOR SITE SUPERVISOR

IAN RAMSEY CE ACADEMY

# APPLICATION PACK





# Northern Lights



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.



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



**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 Senior Site Supervisor 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 Senior Site Supervisor 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**

# SENIOR SITE SUPERVISOR

Permanent position required as soon as possible

Ian Ramsey CE Academy

NJC SCP 15- 19

£29,093- £31,067 FTE Per annum

37 hours per week, all year round

Green Book Pay and Conditions

Ian Ramsey CE Academy is seeking to employ a dynamic, outstanding professional who will inspire and motivate all within our school community.

## Do you...

- 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 and clean environment
- Possess excellent organisational and 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 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
- 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

**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



### **CLOSING DATE:**

**Applications must be received by:** 4<sup>th</sup> July at 9am

**Shortlisting will take place on:** w/c 7<sup>th</sup> July

**Interviews will take place on:** w/c/ 7<sup>th</sup> July

### **HOW TO APPLY:**

Applications should be submitted to [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk) , or if you prefer you can submit through 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, CV's and other forms of application will not be accepted. For further information, or if you would like to arrange a visit to the school, please contact us on [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk)

## JOB DESCRIPTION

Post: Senior Site Supervisor

Responsible to: Line Manager and Head of School

Responsible for: Ian Ramsey estate, ensuring a safe and secure working environment for all stakeholders.

Salary band: NJC 15 – 19

Start date: As soon as possible

### **Key purpose of the role:**

Reporting to the Head of School, the Senior Site Supervisor will be responsible for the development and delivery of all facilities matters at the academy, managing day to day buildings services.

To manage the planned maintenance programme for the academy and oversee the delivery of statutory compliance tasks. To assist the central team with the delivery of capital maintenance and improvement works, liaising with external contractors, and acting as first contact for the academy.

To manage the site facilities teams, including the site supervisor and cleaning team, setting the standard, managing quality, and identifying areas for improvement.

Duties and responsibilities:

### **HEALTH & SAFETY**

- Take responsibility for upholding the health and safety policy, procedure, and practice.
- Working closely with the Head of School, Director of Estates, COO and health and safety team 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 standard established by the Trust.
- Manage the academy Health and Safety audit process in consultation with line manager. Development of all risk assessments in place for all relevant hazards and working procedures, ensuring that staff are familiar with safe working practices and understand the importance of compliance.
- Support the central estates team with monitoring building works progress on site, ensuring building and maintenance work is completed following health and safety requirements and reporting issues to the project manager.
- Manage and complete maintenance of records and information, including daily checks and inspections in accordance with industry best practice.



- Support the academy's fire safety requirements including inspections, processes, and daily checks.
- Act as a fire warden for the academy.
- Ensure that lettings are managed appropriately in accordance with KCSIE and health and safety requirements.

## **FINANCIAL & RESOURCES**

- Monitor stock of critical spares and stock required for the day-to-day management of the site.
- Support with external lettings to develop and administer the hire services for the academy.
- Ensure effective purchase of resources, use of academy charge card, order and invoices processes in line with Trust policy and requirements.

## **MANAGEMENT**

- Set and monitor standards of cleaning and site maintenance across the Academy.
- Ensure a regular quality assurance programme is carried out to ensure the academy meets and exceeds standards to support improved pupil outcomes.
- Line management of site and cleaning staff, including identification of work required, delegation, supervision and appraisal.
- Provide detailed improvement plans to the COO, Head of School and Director of Estates, communicating expectations to the site team as required,
- Effective planning of staffing, approval of staff holidays, annual allocation of locations, annual cycle of 1:1 and team meetings.
- Participate personally (and ensure team participation where required) in whole trust site activities as required by COO and Director of Estates (eg Site team meetings and INSET).
- Liaise with Director of Estates and Head of School to escalate concerns regarding the premises and/or equipment on site within a timely manner.
- Support wider staff with statutory maintenance requirements for equipment in departments, providing advice and guidance and arranging repairs to meet recommendations provided by third party inspections.

## **MAINTENANCE**

- Ensure compliance using EVERY system to monitor and record tasks and annual requirements.
- 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.

- Ensure that all plant and equipment is operational and properly maintained in a safe working condition.
- Ensure that all programmes for inspection and repair are undertaken within the required timescale. Report any failure of equipment that can affect the smooth running of the academy to the Head of School immediately.
- Monitor the function and provision of all utility services, taking reading of meters and reacting promptly to issues or hazards.
- 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.
- Monitor the lighting and heating of the premises, in accordance with the specifications of the Board of Trustees.
- Maintain the overall security of the premises, in accordance with the specifications of the Board of Trustees.
- Ensure that the premises are open for use as and when required in accordance with the specifications of Board of Trustees, and that they are, secure, cleaned and closed after use.
- Undertake skilled repairs, maintenance and building work as required.
- Set up of hall/classrooms for worship, lunch, exams, meetings and events.
- Ensure swift portorage of goods and materials and the movement of furniture and equipment; taking delivery of goods and materials for distribution or storing.
- 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.
- 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, and that all outside areas e.g. playgrounds, car parks, paths etc. are cleared or salted/gritted and safe in times of bad weather.
- Arrange repair/cleaning/maintenance according to prescribed schedule using internal staff and external companies, as required.
- Ensure that all equipment and machinery used by site, cleaning or wider school staff is in a safe working condition and safely stored when not in use.
- Liaise with contractors on repair and maintenance of such equipment as appropriate.
- 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.
- Regularly check fire alarms and fire-fighting equipment, ensuring that they are in proper working order.
- Monitor flushing routines throughout the academy and be aware of Legionella.
- Complete Legionella training as required.
- Follow energy conservation programme (e.g., reading meters and comparing readings for electricity, gas and water) as directed by the Director of Estates.
- Help monitor the use of energy within the Academy.

- Ensure the security of the premises, together with the contents; routine and non-routine opening of the premises and grounds; setting of the alarm system and testing of the Fire Alarms and emergency call points as required.
- Liaison with the Police, and as appropriate security firms and contractors, on the security of the premises, as directed by the Head of School.
- Preparing the premises and site for after Academy activities and ensuring that the premises/site are prepared for normal Academy activities.
- Support the availability of premises for out of Academy activities on evenings and at weekends as required and securing/cleaning the premises after use.
- Removal from storage and laying out of desks for exams, the replacement of desks after exams and the moving of desks during exams.
- Driving the Academy minibus as and when required.
- To request unknown persons on site to furnish proof of identity; further to prevent trespass on Academy premises or grounds, referring to the Head of School or other teaching staff and police where necessary to prevent unauthorised parking and use of vehicles on the Academy site. The employee must not put themselves into hazardous situations.
- Manage the portage of goods, furniture, and equipment. Ensure that all items are removed from reception immediately and delivered to the correct area.
- Attend out of hours call outs as needed, to ensure the safety and security of the building, liaising with the external contractors, the police and Head of School as necessary.

**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 or COO or Headteacher.**

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

## PERSON SPECIFICATION

### SENIOR SITE SUPERVISOR

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>APPLICATION FORM</b>	1. Well-presented and complete application form		Application
<b>QUALIFICATIONS</b>	1. Basic numeracy and literacy qualifications (or suitable experience) 2. Willingness to participate in training and development opportunities. 3. Hold a First Aid qualification or be willing to undertake this immediately.	1. COSHH training 2. IOSH certificate	Application
<b>EXPERIENCE</b>	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. 2. Experience of working to strict deadlines and conflicting priorities	Application Interview References



	<ol style="list-style-type: none"> <li>Experience of building strong working relationships with stakeholders (e.g. staff, pupils, parents and carers, visitors).</li> <li>Experience of managing staff, setting clear expectations and maintaining standards.</li> <li>Experience of managing difficult conversations and challenging circumstances in a sensitive manner to ensure best outcome for all.</li> </ol>		
<b>SKILLS AND KNOWLEDGE</b>	<ol style="list-style-type: none"> <li>Good communication skills and the ability to work effectively with a wide range of people</li> <li>Ability to follow and comply with instructions on equipment / machinery.</li> <li>Ability to use IT systems.</li> <li>Ability to complete records as needed.</li> <li>Able to deal with emergencies outside normal working hours, following set procedures.</li> <li>Understanding of appropriate cleaning methods and standards</li> </ol>		<p>Application Interview Certificates</p>

<b>PERSONAL QUALITIES</b>	<ol style="list-style-type: none"> <li>1. Demonstrates an ability to work collaboratively, using creativity to solve difficult issues.</li> <li>2. To be an active member of the site team ensuring workload is fairly distributed</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>		Application Interview References
<b>OTHER</b>	<ol style="list-style-type: none"> <li>1. Satisfactory references (which will be requested for all candidates progressed to interview under safer recruitment practices)</li> <li>2. Enhanced DBS with barred list check</li> </ol>		References DBS certificate

**Ian Ramsey CE Academy, part of the Northern Lights Learning Trust, is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

### **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.