

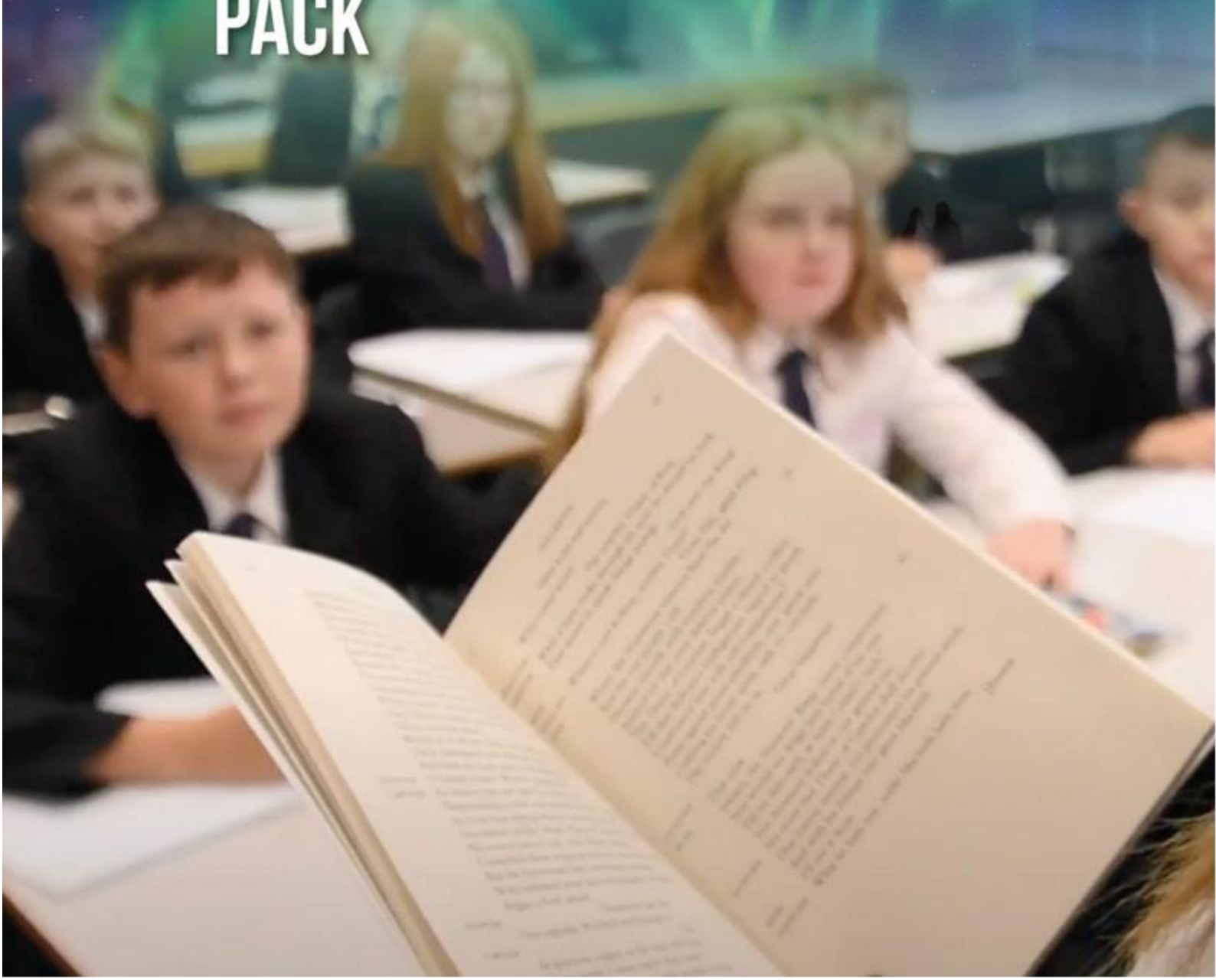


Northern
Lights

LEARNING TRUST

Trust Facilities Support Manager

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 Trust Facilities Support Manager 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



Head of School Welcome

Thank you for expressing your interest in the position of Trust Facilities Support Manager. This role also encompasses the caretaker role at Hart Primary School, where it is my privilege to serve as Head of School.

At Hart Primary, our vision is to give all the opportunity to be the best that they can be and have fullness of life. I am deeply passionate about empowering children to pursue their dreams and embrace their individuality. Putting children at the heart of our everything we do is a guiding principle that shapes every aspect of our school culture.

We are committed to fostering an inclusive, vibrant, and welcoming community where every member feels valued and supported. Collaboration with parents and carers is integral to our mission, as we strive to ensure the best possible outcomes for all our children.

Located in the quaint village of Hart, on the outskirts of Hartlepool, we have a close-knit community atmosphere. Our small size fosters a true family feel, creating a nurturing environment where both children and staff can thrive. We take pride in nurturing high aspirations for all individuals and are dedicated to facilitating their journey toward excellence.

Visits to school are welcomed, and can be arranged by contacting the school office.

Thank you for your interest in Hart Primary School.

Kind Regards,

Marie Crowe

Head of School

Hart Primary School

TRUST WIDE FACILITIES SUPPORT MANAGER

**Permanent position across locations at Northern Lights
Required as soon as possible
NJC SCP 12-15 £27,711- £29,093+ £1500 annual travel allowance
payment
37 hours per week, all year round
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 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 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
- 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 and Vivup 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
- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out

CLOSING DATE:

Applications must be received by: 28th February 2025 at 9am
Short Listing will take place on: 4th March 2025
Interviews will take place on: 11th March 2025

HOW TO APPLY:

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to 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

JOB DESCRIPTION

This is an exciting new role reporting to the Director of Estates and Head of School.

Responsible to: Head of School (Hart Primary) & Director of Estates

SCP: 12-15 (£27,711 to £29,093) + £1500 annual travel allowance payment

Start date: As soon as possible

Location: Schools within the Trust

Working Pattern: 37hrs, all year round - flexible shift pattern (as directed)

Key purpose of the role:

The trust facilities support manager will undertake caretaker duties at Hart Primary every morning. The remainder of their hours will be allocated by the Director of Estates to support the wider Trust.

- To undertake routine maintenance and perform necessary repairs on our trust estate.
- To oversee the delivery of planned maintenance programmes and complete statutory compliance tasks as well as managing day to day buildings services.
- To support the central team with delivery of capital maintenance programmes, improvement works, liaising with external contractors, and acting as a primary contact point.
- To undertake a mix of both manual and administrative duties.
- To assist other site facilities teams, including caretakers and cleaning teams at other trust sites. Setting the standard, managing quality, and identifying areas for improvement.

Duties and responsibilities

Health & Safety Management

- Take responsibility for upholding the health and safety policy, procedure, and practice whilst on trust sites.
- Carry out assigned tasks and maintain appropriate records to demonstrate compliance.
- Review and monitor risk assessments and ensure safe working practices.
- Support the academy's fire safety requirements including inspections, processes, and daily checks.
- Act as a fire warden for the academy within the remit of the role.

Financial Management

- Monitor stock of critical spares and stock required for the day-to-day management of the site.
- Support the Director of Estates with external lettings across the trust. Support with the development and administration of hire services for the academies across the trust (as directed).

Maintenance Management:

- Use EVERY system to monitor and record activities and tasks.
- Carry out regular site inspections across the Trust, reporting to Head/Director of Estates, as appropriate.
- Ensure that all property and grounds across the Trust are maintained in accordance with agreed programmes and to established standards.
- Ensure that all plant and equipment across the Trust is operational and properly maintained in a safe working condition.
- Ensure that all programmes for inspection and repair across the Trust are undertaken within the required timescale. Report any failure of equipment immediately.
- Ensure high standards of cleanliness within the premises and site are maintained.
- Undertake skilled repairs, maintenance and building work as required.
- Set up of hall/classrooms for worship, lunch, meetings and events.
- Ensure swift portorage of goods and materials.
- Ensuring grounds are safe and suitably maintained.
- Support with procurement of grounds maintenance contracts across the Trust.
- Carry out winter gritting programme.
- Liaise with contractors on repair and maintenance as appropriate.
- Carry out authorised procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Complete appropriate training as required.
- Analysis and reporting function for Trust facilities to Director of Estates, Chief Operating Officer as directed.

Security:

- Maintain the security of our premises.
- Preparing the premises and site for after school or weekend Academy activities.

Other Duties:

- To attend and provide caretaking support in any of our trust schools as directed.
- Maintain, update and report on KPIs from trust management information systems.
- Support Director of Estates with quality assurance across the Trust.
- Deputising as the main contact with contractors on capital projects, where required.
- Driving trust minibuses as and when required.
- Support school and trust sustainability programme.
- Carry out quality assurance activities, as directed.

- Plan resources as directed.
- Support staff in the safe use of equipment and materials to comply with all health and safety requirements.
- Assist in the training of premises staff (as required). This includes assessment of training needs, arrangements in the delivery of training and liaison with all appropriate parties on training and development matters.
- Attend training and development activities/courses as and when required.
- Plan and manage reviews of facility services, ensuring changes are made in a timely manner and with due regard to employment requirements.

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 the Director of Estates.

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

PERSON SPECIFICATION TRUST FACILITIES MANAGER

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	<ol style="list-style-type: none"> Completed application form 		Application
QUALIFICATIONS AND TRAINING	<ol style="list-style-type: none"> GCSE's including English and Maths at Level 4 (or equivalent or relevant experience). Hold or be willing to undertake L4 facilities related qualification. Hold a First Aid qualification, or be willing to undertake this immediately. 	<ol style="list-style-type: none"> IOSH Managing Safely qualification Caretaking NVQ Level 2 Recognised trade qualification in plumbing, carpentry or electrical 	Application: E1, E2, E3 D1, D2, D3
EXPERIENCE	<ol style="list-style-type: none"> Proven experience of managing facilities. Excellent organisation skills. A working knowledge of building systems and planned and preventative maintenance. Knowledge of relevant health and safety processes in schools. Experience of building strong working relationships with key stakeholder. Experience of working to strict 	<ol style="list-style-type: none"> Proven line Management experience. Understanding of CDM regulations. Experience of working in a school setting, Local Authority building services, or similar. 	Application: E1, E2, E3, E4, E5, E6, D1, D2, D3 Interview: E1, E4, E5, E6, D1 References

	deadlines and conflicting priorities		
SKILLS AND KNOWLEDGE	<ol style="list-style-type: none"> 1. High level of accuracy and attention to detail. 2. Good communication skills, verbal and written. 3. Ability to use Microsoft packages and other IT systems. 4. Ability to produce accurate records and reports in a timely manner to meet deadlines. 5. Ability to carry out regular maintenance and basic repairs. 	<ol style="list-style-type: none"> 1. Ability to use professional skills to carry out repairs such as electrical, plumbing, building etc. 2. Health and Safety knowledge and experience. 	<p>Application: E1, E3, E5</p> <p>Interview: E2, E4, E5, D1, D2</p> <p>Tasks: E1, E2, E3, E4</p> <p>References</p>
PERSONAL AND PROFESSIONAL ATTRIBUTES	<ol style="list-style-type: none"> 1. Demonstrates an ability to work collaboratively, using creativity to solve difficult issues. 2. Ability to work flexibly, outside of normal working hours if required. 3. Demonstrates a professional manner at all times. 4. Ability to contribute to the ethos in the Trust. 5. To be reliable and conscientious 	<ol style="list-style-type: none"> 1. A proven record of managing stakeholders. 	<p>Application: E1, E2, E3, D1</p> <p>Interview: E4, E5, D1</p> <p>Tasks: E1</p> <p>References</p>
OTHER	<ol style="list-style-type: none"> 1. Recommendation from both referees 2. Fully enhanced DBS clearance with children's barred list check 3. Full driving license 	<ol style="list-style-type: none"> 1. Strong recommendation 	<p>References</p> <p>Enhanced DBS certificate</p>

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.