



Northern
Lights

LEARNING TRUST

**St Aidan's CE Academy
Site Supervisor**



Northern Lights



We are a Multi-Academy Trust currently comprising 12 schools - primary and secondary - and over 4,600 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.



We provide Initial Teacher Training, a school-based learning opportunity where you will train in a highly personal, supportive and creative environment, with purpose and challenge at the heart of it all.

OUR SCHOOLS



Benedict Biscop CE Academy
Sunderland



Dame Dorothy Primary School
Sunderland



Firthmoor Primary School
Darlington



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



Tilery Primary School,
Stockton-on-Tees



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 9 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4600 pupils and employ over 700 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 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 Head of School

Thank you for your interest in the post of Site Supervisor at St Aidan's CE Academy, where it is my privilege to serve as the Head of School. We are an 11-16 secondary school serving our local community in Darlington.



St Aidan's is part of a wider family of schools called Northern Lights Learning Trust. Our Trust has 3 secondary academies and 8 primary academies which are located across the North East of England. As a Trust, we believe that we 'Shine Stronger Together' and to achieve this, secondary academies are now aligning some of their systems and processes to share the very best practice to support our students.

At St Aidan's, our school vision is 'Life in all its fullness', John 10:10. We endeavour to give the students the best possible educational experience both in and outside the classroom. Our dedicated staff go above and beyond for the students, and due to the size of the school, there is a real family feel to the academy with a focus on that sense of belonging.

Recently, we have reset our core values. Through student and staff voice, we selected our new core values which are Integrity, Perseverance, Patience and Courage and these now permeate everyday life at the academy.

We want all our students to reach their full potential. With guidance and support from their families and our staff, we hope each one will be able to develop their individual talents and fulfil their lifelong goals. We set high expectations of behaviour, conduct and, most importantly, learning and progress regardless of the students' background. We strive to remove any barriers so children experience success at school.

Thank you again for your interest in our academy. Visits to the academy are welcome by prior arrangement. Please contact Leanne Brownsword on 01325 373770.

Best wishes,

Laura Porter
Head of School

Site Supervisor

NJC SCP 7-11

£26,403 - £28,142

NJC Pay and Conditions

37 hours per week / all year round

Early and Late Shifts, Out of Hours Cover

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?

We're looking for a dedicated and reliable Site Supervisor to join our team at St Aidan's CE Academy. In this role, you'll help ensure the school remains safe, clean, and well-maintained by carrying out routine, statutory maintenance, site security, and general duties. If you take pride in keeping environments running smoothly, enjoy practical hands-on work, and are committed to supporting a welcoming school community, we'd love to hear from you.

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 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
- A range of Trust initiatives that improve wellbeing. Current initiatives include an annual wellbeing day.
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

Employee welfare and benefits package 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: 9am Monday 18th May 2026

Short Listing will take place: W/C 18th May 2026

Interviews will take place: W/C 18th May 2026

**We have the right to close early
if a high number of applicants
are received**

HOW TO APPLY:

Applications should be submitted via email to sa-recruitment@nllt.co.uk

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 Leanne Brownsword on 01325 373770.

Details of the school can be found on the school website:
www.staidansacademy.co.uk

JOB DESCRIPTION

Post: Site Supervisor

Responsible to: Senior Site Supervisor

Salary Band: NJC SCP 7-11

Start Date: ASAP

Location: St Aidan's CE Academy, Hundens Lane, Darlington, DL1 LL

Pay and Conditions: NJC Pay & Conditions

Pension: Local Government Pension Scheme

Key purpose of the role:

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

Duties and responsibilities:

HEALTH & SAFETY

- Take responsibility for upholding the health and safety policy, procedure and practice.
- Working closely with the Senior Site Supervisor, Director of Estates 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.
- Working knowledge 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 Senior Site Supervisor and central estates team with monitoring works progress on site, ensuring building and maintenance work is in accordance with health and safety requirements and reporting issues to the project manager.
- 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.

FINANCIAL & RESOURCES

- Help monitor stock of critical spares and stock required for the day-to-day management of the site.
- Support the with external lettings to develop and administer the hire services for the academy.

MAINTENANCE

- Support the Senior Site Supervisor 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.
- Ensure that all plant and equipment is operational and properly maintained in a safe working condition.
- Support the Senior Site Supervisor to ensure that all programmes for inspection and repair are undertaken within the required timescale. Report any failure of equipment to the Director of Estates and Head of School immediately.
- Monitor the function and provision of all utility services, taking reading of meters and reacting promptly to issues or hazards.
- Support the Senior Site Supervisor 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.
- Help monitor the lighting and heating of the premises, in accordance with the specifications of the Board of Directors.
- Help maintain the overall security of the premises, in accordance with the specifications of the Board of Directors.
- 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.
- 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 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.
- Support the Site Manger to 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 and cleaning staff is in a safe working condition and stored properly 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 – electricity, gas and water) as directed by the Director of Estates.
- Help monitor the use of energy within the Academy.
- Help ensure the security of the premises, together with the contents; routine and nonroutine opening of the premises and grounds; setting of the alarm system and testing of the Fire Alarms and emergency call points as required by the Director of Estates.
- 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.
- The 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. Where appropriate to prevent unauthorised parking and use of vehicles on the Academy site. The employee must not put themselves into hazardous situations.
- Help manage the portage of goods, furniture, and equipment. Ensure that all items are removed from reception immediately and delivered to the correct area.

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 Senior Site Supervisor.

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.

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

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.

PERSON SPECIFICATION

Caretaker

| CATEGORY | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|-----------------------------|--|--|--|
| APPLICATION FORM | <ol style="list-style-type: none"> Well-presented and complete application form | | Application |
| QUALIFICATIONS | <ol style="list-style-type: none"> Literate and numerate H&S qualification or relevant working experience or willing to work towards | <ol style="list-style-type: none"> First Aid Training certificate Qualifications in building maintenance, e.g. electrical or plumbing qualifications Current valid driving licence and appropriate car insurance for business use | Application Interview Certificates |
| EXPERIENCE | <ol style="list-style-type: none"> Working with members of the public | <ol style="list-style-type: none"> Working in a school environment Experience of working in a caretaking/cleaning role Keyholding / Site security Experience of liaising with external contractors | Application Interview |
| SKILLS AND KNOWLEDGE | <ol style="list-style-type: none"> Self-motivation with commitment to punctuality and reliability Ability to undertake general maintenance tasks within the building particularly painting and decorating. Good oral communication skills Good co-ordinating and organisational skills Good interpersonal skills and ability to liaise with various | <ol style="list-style-type: none"> Competent in written communication /record-keeping skills | Application Interview Certificates |

contractors

PERSONAL QUALITIES

1. 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.)
2. Commitment to own continuous personal and professional development
3. Strong team player, committed to an ethos of continuous improvement
4. Ability to ensuring that deadlines are met and work is prioritised accordingly

1. Contactable by telephone out of working hours
2. Evidence of own continuous personal and professional development

Application
Interview
References

OTHER

1. Satisfactory references (which will be requested for all candidates progressed to interview under safer recruitment practices)
2. Enhanced DBS with barred list check

References DBS
certificate

St Aidan's 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.

Artificial Intelligence and Recruitment at Northern Lights Learning Trust

Northern Lights Learning Trust is committed to embracing innovation while maintaining fairness and integrity in our recruitment processes. We recognise that candidates may choose to use AI tools to support the preparation of their applications. While this is acceptable, we expect all submissions to reflect the applicant's own experiences, values, and suitability for the role and it is essential that AI is used appropriately.

AI must not be used to:

- provide misleading or false information at any stage of the application journey
- inflate or invent qualifications, skills or experience
- complete assessments as part of the recruitment process
- create generic responses and copy them into your application

If you have any questions about the use of AI in your recruitment process with us, please email: hadmin@nllt.co.uk