



Northern
Lights

LEARNING TRUST

Site Manager at
Benedict Biscop CE Academy

APPLICATION PACK



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 Manager 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 OBE
Chief Executive Officer

Welcome from the Headteacher

Thank you for your interest in our current vacancy at Benedict Biscop C.E. Academy.



Benedict Biscop CE Academy is a popular and oversubscribed school, with increasing numbers on roll, following a school expansion and increase in PAN in recent years. At Benedict Biscop C.E. Academy, we are committed to providing the highest quality education and we are continuously striving to improve and innovate in order to deliver the best possible educational experiences to our pupils.

The school is currently rated outstanding by Ofsted and SIAMS and we are the lead primary school in the Northern Lights Teaching School Hub, who deliver National Professional Qualifications, the Early Career Framework and Initial Teacher Training (ITT) across the region. Additionally, we are honoured to serve as the lead school for the Northern Lights Early Years Stronger Practice Hub, recognised for our outstanding EYFS provision. Being part of a strong growing trust, we offer numerous opportunities for collaboration, professional development, and the chance to work across multiple phases of education.

Our strong Christian ethos underpins everything we do, and we firmly believe in educating the whole child. Our school vision, With God, all things are possible, permeates our approach to education and pastoral care.

We are looking for passionate individuals who share our values and are dedicated to making a positive impact on the lives of young people. If you are enthusiastic, innovative, and committed to providing an exceptional learning environment for children, then we would love to hear from you.

Please find attached further details about the vacancy we currently have available. If you would like to discuss the role in more detail or visit the school, please do not hesitate to get in touch.

Kindest regards,

Sarah Armstrong
Headteacher

Site Manager

At Benedict Biscop CE Academy

Permanent position required as soon as possible
school

NJC scale 7-11

£26402.69-£28141.61

[Full time, 52 weeks]

Do you...

- Have high expectations of the school environment and take pride in maintaining a safe, secure and welcoming site.
- Support, nurture and understand the needs of pupils and staff through effective site management.
- Seek to create and maintain a positive environment in which children can learn and thrive.
- Communicate well with parents, carers, members of staff, pupils, contractors and external agencies.
- Strive to be driven, proactive and solution-focused.
- Work well as part of a team.
- Show willingness to contribute to school life beyond the core responsibilities of the role.
- Consider yourself to be IT literate.
- Have a good understanding of health and safety, safeguarding and compliance requirements.

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: 3pm Sunday 7th August

Shortlisting will take place on: Week commencing 10th August

Interviews will take place on: Week commencing 10th August

HOW TO APPLY:

Completed applications should be sent to recruitment@nllt.co.uk or if you prefer you can submit via post to Benedict Biscop CE Academy, Marcross Drive, Sunderland, SR3 2RE.

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 0191 5947033, option 1.

Details of the school can be found on the school website here:

www.benedictbiscopacademy.co.uk

JOB DESCRIPTION

Post: **Site Manager**

Responsible to: **Headteacher (Benedict Biscop CE Academy)**

Responsible for: **To assist the Headteacher in providing a high-quality learning environment.**

Salary band: **NJC 18-21 Scale [Full time, 52 weeks]**

Start date: **as soon as possible**

Key purpose of the role:

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, monitoring 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.
- Coordinate and monitor planned, preventative and reactive maintenance works, including obtaining quotations, liaising with contractors and ensuring works are completed to the required standard and represent value for money. Maintain appropriate records of maintenance, servicing, statutory compliance and contractor activity.
- Being willing to develop a more sustainable school.

This job description will be the subject of an annual review, and any part of it may be amended as a result of such a review, or at any time after consultation with the post holder.

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.
- Being responsible for the security of the site including key holding.
- Role requires being a designated Fire Warden, completing fire safety checks and evacuation arrangements.

- Responsibility as first key holder for the site. First point of contact to undertake associated call out duties, if available. For example, initial response to fire and intruder alarms and take necessary emergency measures to ensure the site is secure. Notify the Police of any damage to the building, obtain a crime number, and secure the building if necessary.
- Monitor on-site traffic, when required, reporting any issues as necessary to school management.
- Responsibility for the security of the building(s) and their contents including patrolling the school, opening and locking of gates and doors, ensuring that windows are locked and secure that security systems are activated accordingly.
- Requesting unknown persons on site to furnish proof of identity to prevent trespassing on premises, referring to the Principal and the police where necessary; where appropriate, to prevent unauthorised parking on the school site.
- Ensuring that CCTV cameras are functioning correctly, where applicable. Ensuring that video recording equipment is activated throughout the day and before going off duty on an evening
- Maintain maintenance contracts with contractors for Intruder Alarms, Fire Alarms and CCTV
- Being responsible for the maintenance and repair of the school premises and equipment.

Internal:

- When on site ensure that areas involved with “sickness” are cleaned immediately and disinfected within a reasonable timescale, and ensure that cleaning staff are aware to carry out deep cleaning.
- Be responsible for the daily inspection of the school premises, including play areas, to ensure the site remains safe, secure and fit for use.
- Security of all school premises, including operation of fire and burglar alarms and key holding responsibility
- Checking boilers and heating systems to ensure satisfactory operation of the plant including pumps, gauges and the cleaning of filters
- Dealing with deliveries
- Moving furniture and equipment – which includes setting out hall for school day and events
- Ensuring that adequate supplies of appropriate products e.g. light bulbs / fluorescent tubes, cleaning materials, toilet tissues etc are available and ordering supplies at appropriate times – managing a budget seeking best value quotes.
- Carry out day to day minor repairs including painting, general handy person 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
- Check and log readings of electricity, gas and water meters each week. Monitor utility consumption and support energy efficiencies.
- Termly cleaning of all convector heater filters.

- Weekly test of fire appliances and working with Headteacher to ensure adequate fire practices are carried out.
- Liaising with outside agencies, including contractors, sourcing quotes for works, supervising all contractors whilst on site, ensuring Health and Safety is maintained, reviewing the work to ensure the school receives value for money by inspecting the quality of work undertaken and ensuring that work is completed.
- Ensure PAT testing across school happens on annual basis (summer holiday period)
- Asbestos Management during hours of work
- Maintaining up to date e-learning training to ensure compliant and school maintains statutory requirements
- Preparing school for “active lettings” by the school if relevant

Grounds Maintenance:

- Picking up litter both in and out of school and the site [daily], removing debris from perimeter fence.
- Gardening - flower beds [weeding, planting etc]. Collecting and removing leaves from immediate vicinity of school doors and paths.
- Weeding along school paths, buildings and playgrounds
- Keep footpaths free from hazardous materials.
- Empty all outside litter bins as required
- Keeping all gullies, drains and gutters clear of all debris.
- Clean all ground floor external windows and associated paint work termly
- 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.
- Supporting staff with setting up Physical Education equipment [e.g. large apparatus and football goals]
- Cutting grass and attending to beds

Prioritising and planning by:

- Undertaking an audit of stock by maintaining records of cleaning stock purchased and its distribution/use throughout the year.
- Recording planned tasks targeted for the week and overview ensuring working targets are met
- Regularly reviewing work undertaken and to be undertaken by regular monthly meetings with Senior Management recording any successes / concerns / delays / cost implications
- Undertaking reasonable tasks as required by Senior Management in relation to the buildings and site.
- Daily communication with Assistant Caretaker to ensure the smooth operation of the school site at all times.

- Being involved in the school development processes in matters relating to the school premises, making suggestions for improvement, and drawing up plans with costings, if appropriate, advising the Local Governing Body.
- Assist in ensuring the school complies with matters relating to Health and Safety issues, building regulations structures etc, carrying out regular risk assessments, advising Headteacher and Governors.
- Provide operational cover for other site staff (i.e. assistant caretaker) during periods of absence, ensuring continuity of service and site safety.
- Being available for up to 52 additional hours to cover meetings, lettings and school openings as required.
- Being responsible for own professional development of professional qualifications to support this role.

This job description will be the subject of an annual review, and any part of it may be amended as a result of such a review, or at any time after consultation with the post holder.

Other Duties

- Carry out any other duties commensurate with the role that the Headteacher may direct from time to time.
- Participate in the appraisal system for the appraisal of own performance.
- To assist other site facilities teams, including caretakers and cleaning teams at other trust sites if support is needed

Additional responsibilities – the post holder must:

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers;
- Demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment;
- Act in compliance with data protection principles in respecting the privacy of personal information held by the Trust;
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information;
- Carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct – Safeguarding and Child Protection Policy and all other Trust Policies;
- Comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

PERSON SPECIFICATION FOR SITE MANAGER

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Well-presented and complete application form		Application
QUALIFICATIONS/ PROFESSIONAL DEVELOPMENT	2. Relevant qualifications or evidence of recent appropriate training e.g. Health and Safety procedures 3. Willingness to be trained for the job and to seek additional professional development	4. Legionella qualification 5. Asbestos Awareness Level 1 6. Fire warden certificate 7. Previous experience of working within a school environment	Application Interview Certificates
SKILLS AND KNOWLEDGE	8. Demonstrate a practical technical knowledge and an understanding and awareness of building and resource maintenance i.e. joinery, plumbing, grounds maintenance, painting and decorating. 9. Understand the need for and show commitment to providing quality services and building positive working relationship with school users.	13. Basic IT skills	Application Interview

	10. Operational knowledge of Health and Safety including fire and evacuation procedures. 11. Ability to contribute to maintaining a high standard within the indoor and outdoor learning environment. 12. Ability to prioritise work and to manage contractors around the premises.		
PERSONAL QUALITIES	14. Caring attitude towards pupils, staff and parents 15. A good health and attendance record 16. Ability to work collaboratively within the school team 17. Ability to make decisions and take responsibility 18. Understand and have regard for protection and safeguarding arrangements of children.		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

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