

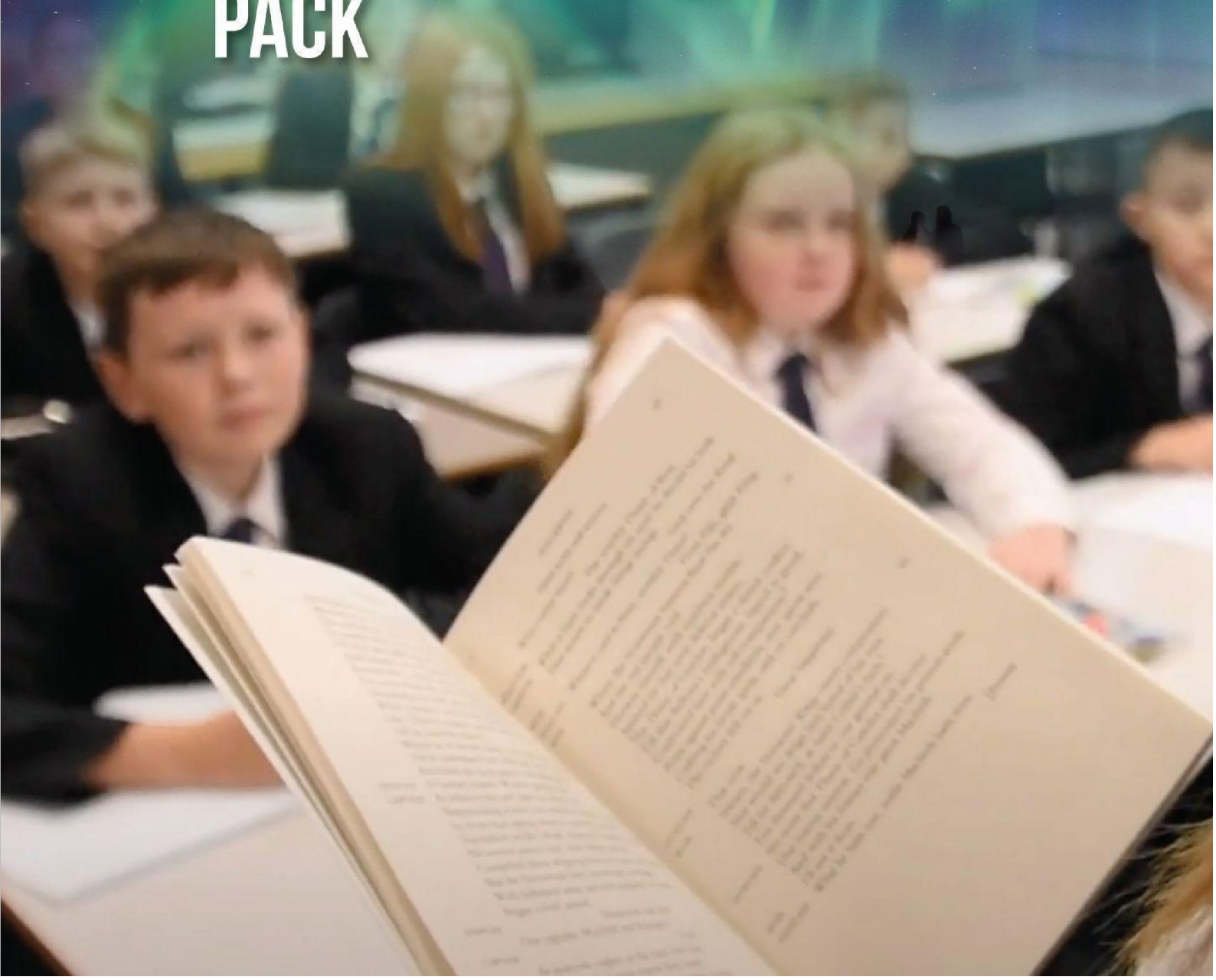


Northern
Lights

LEARNING TRUST

**SITE SUPERVISOR
AT VENERABLE BEDE 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.



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
	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 8 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4200 pupils and employ over 600 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 Venerable Bede CE Academy

Thank you for your interest in the post of Business Support Officer at Venerable Bede. We are a popular secondary school serving our local community. We sit on the border of Ryhope, Silksworth and Doxford Wards in Sunderland, but we have pupils who attend our school from across the City and beyond. It is our goal to provide an inclusive education, within the context of our local community, in which the rights of everyone are respected, regardless of personal beliefs. We are proud to be a school at the heart of our community.

We are a medium sized secondary school, built to accommodate 900 pupils. Our fundamental aim is to equip our pupils with the qualifications and skills which they will need to take their place in a modern British society. We hope that we play our part in helping our pupils understand how to live “Life in all its fullness” (John 10:10). Our mission is embodied in our school motto: “Soar to the Heights Together”.

We want all of our pupils to reach their full potential. For each of our pupils we hope that with the guidance and support of their families and teachers, each of them will be able to develop their individual talents and fulfil their lifelong goals. We firmly believe that all children should have equal chance of success. It should be our goal in schools to enable all pupils to thrive, instilling in them a thirst for knowledge, and enabling them to understand how they play their part in unlocking their potential.

Thank you for your interest in our academy. Visits to the school are welcome, by prior agreement. Please contact Donna Mitchell on 0191 5239745 to express an interest.

SITE SUPERVISOR
Venerable Bede CE Academy
Contract: Permanent
Required as soon as possible
NJC SCP 7-11 £27,247 - £29,071
37 hours per week, all year round
Early and Late Shifts, Out of Hours Cover
Green Book Pay and Conditions

The successful candidate should have:

- 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.

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

<https://www.venerablebede.co.uk/>

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

CLOSING DATE:

Applications must be received by: 11th October 2026

Short Listing will take place on: 12th October 2026

Interviews will take place on: 16th October 2026

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

Post: Site Supervisor

Responsible to: Senior Site Supervisor

Salary band: NJC 7-11 £27,247 - £29,071

Start date: As soon as possible

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 Senior Site Supervisor 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 Manager 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 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 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, Senior Site Supervisor

Holidays to be taken throughout the year (excluding term time) by prior consultation/approval of the Senior Site Supervisor

PERSON SPECIFICATION SITE SUPERVISOR

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Completed application form		Application
QUALIFICATIONS AND TRAINING	1. Basic Skills 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: E1, E3, D1, D2 Interview: E2
EXPERIENCE	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.	Application: E2, E4, D1 Interview: E1, E3 References

SKILLS AND KNOWLEDGE	1. Good communication skills and the ability to work effectively with a wide range of people 2. Ability to follow and comply with instructions on equipment / machinery. 3. Ability to use IT systems.		Application: E1, E2, E3, E4 Interview: E5, E6 References
	4. Ability to complete records as needed. 5. Able to deal with emergencies outside normal working hours, following set procedures. 6. Understanding of appropriate cleaning methods and standards		
PERSONAL AND PROFESSIONAL ATTRIBUTES	1. Demonstrates an ability to be work collaboratively, using creativity to solve difficult issues. 2. To be an active member of the site team. 3. Ability to work flexibly, outside of normal working hours if required. 4. Demonstrates a professional manner at all times. 5. To be reliable and conscientious 6. A commitment to working as part of the whole school/Trust team and support the vision and aims of the Academy.		Application: E1, E2, E3 Interview: E2, E4, E5, E6 References
OTHER			

	1. Recommendation from both referees 2. Fully enhanced DBS clearance with children's barred list check	1. Strong recommendation	References Enhanced DBS certificate
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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