

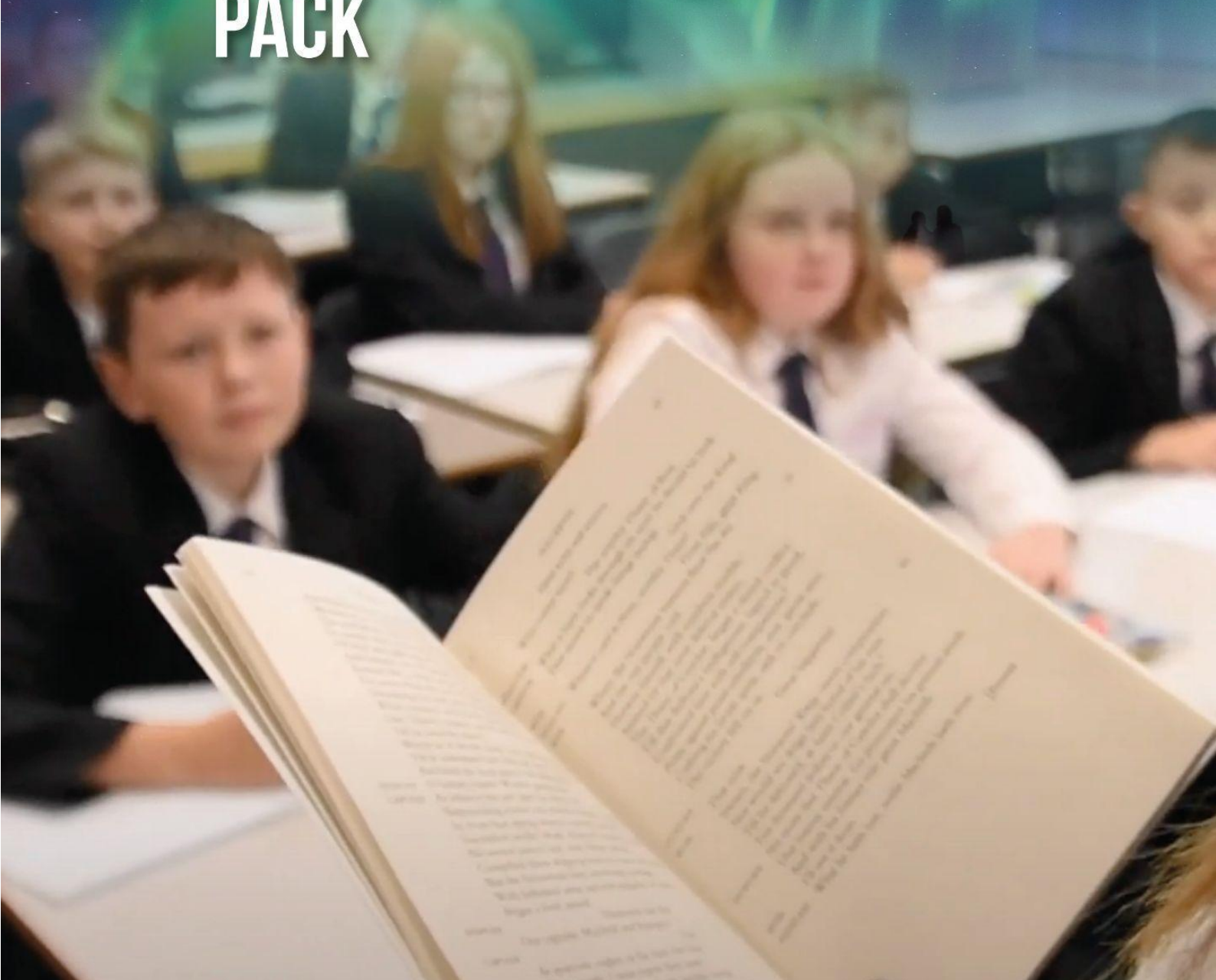


Northern  
Lights

LEARNING TRUST

**SITE MANAGER  
AT VENERBALE BEDE CE ACADEMY**

**APPLICATION  
PACK**





# Northern Lights



We are a Multi-Academy Trust currently comprising eight schools – primary and secondary – and over 3,500 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



**Grange Primary School**  
Hartlepool



**Hart Primary School**  
Hartlepool



**Holley Park Academy**  
Washington, Sunderland



**Ian Ramsey CE Academy**  
Stockton-on-Tees



**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 Manager within Northern Lights Learning Trust.

We are a growing Multi Academy Trust that is currently made up of 2 secondaries and 5 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 3000 pupils and employ over 400 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 sincerely

Jo Heaton  
Chief Executive Officer



## Welcome from the Head of School

Thank you for your interest in the Site Manager post at Venerable Bede, where it is my privilege to serve as Head of School. We are a popular and oversubscribed 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 statement is “To create a stimulating, secure and caring environment within which all members of our community will realise their potential in the light of the Christian Gospel.” This 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. I 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.

Every child deserves the right to a broad and balanced curriculum. At Venerable Bede Academy, we offer a **DEEP** curriculum to every child that spans 7 years as we have a range of transitional opportunities with our primaries (Y6) and local colleges (Y12).

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

Kind regards

Tracey Burgess  
Head of School

## **SITE MANAGER**

**Permanent position required as soon as possible**

**At Venerable Bede CE Academy**

**NJC SCP 22-26 £29,439-£32,909**

**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 the experience to oversee the delivery of statutory compliance tasks
- 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.
- Continuous professional development, including the opportunity to undertake related
- qualifications.
- National Terms and Conditions of Employment.
- Local Government Pension Scheme
- The opportunity to work as part of a growing Trust and shape this role.

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

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

## CLOSING DATE:

**Applications must be received by: Thursday 11<sup>th</sup> April 2024 at 3pm**

**Short Listing will take place on: Monday 15<sup>th</sup> April 2024**

**Interviews will take place on: Thursday 18<sup>th</sup> April 2024**

## HOW TO APPLY:

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to [recruitment@nllt.co.uk](mailto: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](mailto:recruitment@nllt.co.uk)



## JOB DESCRIPTION

Post: Site Manager

Responsible to: Head of School

Responsible for: The Venerable Bede estate, ensuring a safe and secure working environment for all stakeholders.

Salary band: NJC 22-26

Start date: As soon as possible

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

Reporting to the Head of School and Director of Estates, the Site Manager 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 contractor, and act 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 AND SAFETY MANAGEMENT

- Take responsibility for upholding the health and safety policy, procedure, and practice.
- Working closely with the Director of Estates and health and safety team to ensure best practice is achieved, including making recommendations and changes where required.
- Lead and deliver 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. Maintain appropriate records to demonstrate compliance to the standard established by the Trust.
- Ensure risk assessments are in place for all relevant hazards and working procedures, ensuring that staff are familiar with safe working practices and understand the importance of compliance.

- Ensure the Facilities Management team is competent to undertake their duties and that all colleagues receive training commensurate with their roles. Report on Facilities Management development needs as required.
- Support the 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.
- Manage and oversee the maintenance of records and information, including daily checks and inspections in accordance with industry best practice.
- Oversee the academy's fire safety requirements including inspections, processes, and daily checks.
- Act as a fire warden for the academy.
- Be a lead participant in regard to premises on the academy council committee.

#### FINANCIAL MANAGEMENT

- Manage the premises budget within the area of responsibility, as delegated, in conjunction with the Director of Estates.
- 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 to develop and administer the hire services for the academy.

#### MAINTENANCE MANAGEMENT

- Ensure compliance using EVERY system to monitor and record tasks and annual requirements.
- Carry out regular site inspections, reporting to Head of School in regard to current concerns, updates and required maintenance or cleaning across the whole site.
- Provide half termly written update reports to the Director of Estates.
- Ensure that all property and grounds are maintained in accordance with agreed programmes and to established standards.
- Oversee and manage the 'helpdesk' process ensuring 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 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 Director of Estates 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.
- Monitor the lighting and heating of the premises, in accordance with the specifications of the Board of Directors.
- Maintain the overall security of the premises, in accordance with the specifications of the Board of Directors.
- 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.
- Ensuring 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.
- Ensuring 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 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.
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- Follow energy conservation programme (e.g., reading meters – electricity, gas and water) as directed by the Director of Estates.
- Monitor the use of energy within the Academy.
- The security of the premises, together with the contents; routing 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.
- Making the premises available for out of Academy activities on evenings and at weekends as required and securing and 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.
- Deputising as the main contact with contractors on architect led capital projects, where required.
- 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 Headteacher 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.
- Manage the portorage of goods, furniture, and equipment – ensuring that delivery notes are checked off and provided to the Finance Team. Ensure that all items are removed from reception immediately and delivered to the correct area.
- Monitor and report on the performance of the waste management contract.

#### LEADERSHIP AND MANAGEMENT:

- Line management of the site team and cleaning team ensuring safe and clean buildings and grounds, to required standards.
- Oversee the provision of cleaning services in accordance with cleaning specification, including reviews of the service with the Director of Estates, Head of School or other senior staff. Plan resources and rotas according to school requirements.
- Instruct all premises staff on matters concerned with health and safety at work with particular regard to working practices, use of equipment and materials e.g. in respect of C.O.S.H.H. and other regulations and liaising with all appropriate

parties on health and safety matters as directed by the Head of School e.g. LA, contractors etc.

- Instruct site and cleaning team in the safe use of equipment and materials to comply with all health and safety requirements. Monitor, maintain and organise training for the teams as necessary.
- Conduct regular Line Management reviews and annual appraisals with site team and cleaning team.
- Assist with the recruitment and selection of cleaning and other site staff.
- Assist in the training of all premises staff. 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.

**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 SITE MANAGER

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>APPLICATION FORM</b>	1. Completed application form		Application
<b>QUALIFICATIONS AND TRAINING</b>	1. 5 GCSE's including English and Maths GCSE at Level 4 or above. 2. Hold a First Aid qualification, or be willing to undertake this immediately.	1. IOSH Managing Safely qualification 2. Caretaking NVQ Level 2 3. Recognised trade qualification in plumbing, carpentry or electrical	Application: E1, E2 D1, D2, D3  Interview
<b>EXPERIENCE</b>	1. Proven experience of managing complex facilities, including leading internal teams and contractors, and maintaining high standards of quality. 2. Excellent organisation skills to ensure adequate resourcing of caretaking, cleaning and grounds maintenance in line with school requirements. 3. A working knowledge of building technology and managing routine, planned and preventative maintenance. 4. A working knowledge of	1. Experience of working in a school setting, Local Authority building services, or similar.	Application: E2, E3, E5, E6, D1  Interview: E1, E4, E6  References: E6



	<p>relevant health and safety processes and understanding of CDM regulations.</p> <ol style="list-style-type: none"> <li>5. Experience of building strong working relationships with stakeholders (e.g. staff, pupils, parents and carers, visitors).</li> <li>6. Experience of working to strict deadlines and conflicting priorities</li> </ol>		
<p><b>SKILLS AND KNOWLEDGE</b></p>	<ol style="list-style-type: none"> <li>1. High level of accuracy and attention to detail.</li> <li>2. Good communication skills, verbal and written.</li> <li>3. Ability to use Microsoft packages such as Word, Outlook, Excel and PowerPoint, and other IT systems.</li> <li>4. Ability to produce accurate records and reports in a timely manner to meet deadlines.</li> <li>5. Hold or be willing to gain a First Aid Qualification and act as First Aider in school.</li> <li>6. Working knowledge of strong filing systems and archive requirements</li> </ol>		<p>Application: E1, E3, E5, E6,</p> <p>Interview: E2, E4, E5,</p> <p>References</p>

**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, ensuring workload is fairly distributed.
3. Ability to work flexibly, outside of normal working hours if required.
4. Demonstrates a professional manner at all times.
5. A proven record of managing internal stakeholders and build effective relationships.
6. Ability to contribute to the Christian ethos in the Trust.
7. To be reliable and conscientious
8. 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: E4,  
E5, E6, E7, E8

References:  
E1, E4,

**OTHER**

1. Recommendation from both referees
2. Fully enhanced DBS clearance with children's barred list check

1. Strong recommendation

References  
Enhanced 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.