



**Northern  
Lights**

LEARNING TRUST

**ASSISTANT CARETAKER AT  
BENEDICT BISCOP 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.

## 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 Assistant Caretaker 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 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 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

## **ASSISTANT CARETAKER**

**Permanent position required for as soon as possible at  
Benedict Biscop CE Academy**

**NJC 5-6 (£25,583 - £25,989 FTE, £15,155 - £15,396 actual salary)**

**20 hours per week, all year round**

3.30 – 7.30pm Monday to Friday. The postholder will also be required to complete a site check on alternative weekends, totalling 2 hours each time, and required to work full time for 3 weeks during the summer holidays; all with additional pay

### **The successful candidate will:**

- Have the skills and knowledge to ensure the school is a safe and clean environment
- Excellent communication skills
- A positive attitude, flexibility and adaptability
- High expectations
- Work well as part of a team

*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
- 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 Friday 7<sup>th</sup> November 2025

**Short Listing will take place:** 7<sup>th</sup> November 2025

**Interviews will take place:** w/c 10<sup>th</sup> November 2025

### **HOW TO APPLY:**

Completed applications should be returned to Danielle Maddison, Office Manager at [danielle.maddison@nlt.co.uk](mailto:danielle.maddison@nlt.co.uk) or 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.



## **JOB DESCRIPTION**

Post: Assistant Caretaker

Responsible to: The Headteacher

Salary band: NJC 5-6

Start date: As soon as possible

### **Purpose of Job**

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, carrying out a 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.
- Being responsible for the maintenance and repair of the school premises and equipment
- Ensure the site remains secure and all statutory checks are completed and recorded on relevant IT systems

### **Key Responsibility**

#### **Internal**

- Responsible for cleaning designated areas of the school building - maintaining them to the highest standards
- Responsible for moving all waste throughout the school on a daily basis ensuring that where possible waste is recycled
- Being responsible for the daily inspection of the school premises and to ensure no hazard prohibits the safe use of the building. Any hazards are to be rectified or reported appropriately.
- Reporting to Site Manager any damage to the school buildings or the need for repairs
- Security of all school premises, including operation of fire and intruder alarms and key holding responsibility.
- Checking boilers and heating systems and report faults to the site manager.
- General security including responding to any alarm activations both out of and during school hours (when available).
- Dealing with deliveries
- Moving furniture and equipment – which includes setting out the hall for events
- Hall floor maintenance

- Carry out day to day minor repairs including general DIY tasks with emphasis being placed on emergency action where safety or security are involved.
- Maintaining up keep of school equipment, rooms and corridors, repairing paintwork, carrying out any reasonable repairs and maintenance
- Preparing school for “active lettings” if relevant
- Asbestos Management during hours of work

#### **Grounds Maintenance:**

- Empty all outside litter bins as required
- Ensure pathways within the school site to be kept clear and safe, and icy pathways to be gritted
- Ensuring car park access is maintained and the gates are locked at appropriate times.

#### **Holiday working:**

- Being responsible during school holidays, in relation to key holding/ site security, boiler checks, painting, minor repairs etc as agreed with Site Manager and Headteacher.
- Liaising with any external contractors carrying out work during the holidays

#### **Other:**

- Participate in training and other learning activities as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
- Safeguarding

**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 ASSISTANT CARETAKER

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>APPLICATION FORM</b>	1. Completed application form		Application
<b>QUALIFICATIONS AND TRAINING</b>	1. Basic skills (literate and numerate) 2. Willingness to participate in relevant training and development opportunities	1. Health & Safety training 2. Qualifications in building maintenance, e.g. electrical or plumbing qualifications	Application, Interview, Certificates
<b>EXPERIENCE</b>	1. Experience of working with the public	1. Experience of working in a school environment 2. Experience of working in a caretaking/cleaning role 3. Keyholding / Site security	Application form, Interview
<b>SKILLS AND KNOWLEDGE</b>	1. Self-motivation with commitment to punctuality and reliability 2. Ability to undertake general maintenance tasks within the building particularly painting and decorating 3. Good communication skills 4. Good co-ordinating and organisational skills	6. Competent in written communication / record-keeping skills 7. Competent in use of IT systems	Application form, Interview

	5. Good interpersonal skills and ability to liaise with various contractors		
<b>PERSONAL AND PROFESSIONAL ATTRIBUTES</b>	<ol style="list-style-type: none"> <li>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.)</li> <li>2. Commitment to own continuous personal and professional development</li> <li>3. Strong team player, committed to an ethos of improvement</li> <li>4. Ability to ensuring that deadlines are met and work is prioritised</li> </ol>		Application Interview
<b>OTHER</b>	<ol style="list-style-type: none"> <li>1. Recommendation from both referees</li> <li>2. Fully enhanced DBS clearance with children's barred list check</li> </ol>		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.



## 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 contact [hadmin@nlit.co.uk](mailto:hadmin@nlit.co.uk)