



Barnsole Primary School

Candidate Information Pack



Maritime
Academy
Trust

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Dear Applicant

Thank you for showing an interest in working with the children and staff at Barnsole Primary School.

We are a three-form entry, values-led school with a supportive community. Barnsole has a mixed demographic of approximately 680 children aged between 2-11 and is situated within a mile from Gillingham Mainline Station and less than half a mile from the main A2 into Gillingham.

In September 2020, Barnsole became part of the Maritime Trust which consists of 13 schools across Kent and London. It is Maritime's mission "to empower schools with the means to drive greater and more enjoyable outcomes for children".

The staff at Barnsole are a welcoming and passionate group, who have the children's interests at the forefront of everything they do. Although small, our Senior Leadership Team is also made up of a supportive, friendly and highly dedicated team who live by our values encouraging belief and success in our children whilst developing alongside one another. We are incredibly proud of the support we offer our children and families led through our Inclusion Team.

As we look to appoint like-minded candidates, I hope that you find this pack helpful and strongly encourage you to look at our website, Twitter and Facebook where you can find out more of what we do and the learning we share.

If you would like further information about the school or arrange of tour of Barnsole prior to submitting your application, we would be delighted to hear from you. Please contact our Office Manager on office@barnsole-maritime.org or telephone 01634 333400 where our team will be only too pleased to help.

I hope to receive your application soon and thank you for your interest in our school.

Interim Headteacher

Welcome to Barnsole

Aiming High, Broadening Horizons

We Inspire - We Dream - We Believe - We Flourish

We believe that all children can achieve and succeed. We value, guide and challenge our children to dream big; have a belief that they can accomplish change; be proud of the citizens they are and will become. We build on a child's uniqueness, inspiring and empowering them to forever grow with confidence and resilience in an ever-changing world. We are a strong community, journeying together.

Equality:

- Equality is accepting myself and others
- Equality is knowing we are all different
- Equality is being understanding and open-minded

Respect:

- Respect is knowing I am unique and valuable
- Respect is liking who I am
- Respect is listening with an open mind

Co-operation:

- Co-operation is helping one another
- Co-operation is working together with patience
- Co-operation is collective effort to reach a goal

Courage:

- Courage is having a moral strength
- Courage is bouncing back
- Courage is taking action when we know it will be difficult

Honesty:

- Honesty is telling the truth
- Honesty is trust
- Honesty is being true to yourself and to others

Kindness:

- Kindness is thinking of others and yourself
- Kindness is being helpful
- Kindness is giving and receiving

Barnsole Values

BARNSOLE VALUES

RESPECT

COOPERATION

HONESTY

KINDNESS

COURAGE

EQUALITY

Barnsole Photo Gallery



What the Parents say about Barnsole Primary School

"My child is really enjoying his time in Reception and I am happy with the progress he is making."

"I have found my child's teachers and teaching assistants all approachable and interested in my child's wellbeing."

"My son struggles with social communication. He will not often take part without building a relationship first. This is something Barnsole are working hard at promoting and scaffolding for him."

"My child's confidence has grown since being at Barnsole."

"Brilliant progress – thank you!"



Maritime Academy Trust

Maritime is a charitable education trust with schools across London and the South East and led by the CEO – Nick Osborne.

As an education charity, Maritime are fully committed to advancing education for the public benefit. It is our mission to empower our schools with the means to drive ever greater and more enjoyable outcomes for children.

This is done by seeking out the intersection between logic and magic; between the knowledge children need, the skills that will enable them to navigate a future world of work that doesn't exist yet, and a journey through education that will stick with them as they grow.

Our Maritime Entrepreneurial Curriculum brings this all together, weaving essential skills and knowledge into a thematic approach to learning that is embraced by all of our schools. It culminates with our Maritime Expeditions: child-led learning showcases that demonstrate how children have found solutions to real-world challenges.

Like our name suggests, Maritime draws on the heritage of our original Greenwich home. We are explorers and adventurers who believe that our community grows stronger the more people we meet and the more we learn from them. Our whole approach to what we do, our whole mindset, is that through strong collaboration we can most effectively spark innovation throughout our schools. Collaborate, Innovate, Educate.

We are very proud of how we work together, approaching everything through the lens of our Maritime Behaviours, the ways of working that build towards our vision and make it enjoyable to be a part of the team.

As an employee of the Maritime Academy Trust you can expect:

- a positive working environment
- national terms and conditions
- tailored programmes of CPD with cross trust development opportunities
- a generous package of staff benefits.

You can find out more information about Maritime Academy Trust on the [website](#).

Staff Benefits

The Maritime Academy Trust is able to provide our children with a phenomenal education because we employ the very best Teachers and Support Staff, who share our vision, values and behaviours. We want our employees to feel valued and offer a competitive package of benefits.

The Maritime Offer

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National Terms & Conditions



Well-Being Initiatives and Social Activities



Family Friendly Policies



Staff Development & CPD



Retail and Holiday Discounts from our Maritime Hub



Interest free Travel to Work Loans



Teachers and LGPS Pension Schemes



Annual Flu Vaccinations



Discounted Gym Membership



Trade Union Recognition



Cycle to Work Scheme



Employee Assistance Programme



Application Guidance

Thank you for your interest in working with the Maritime Multi-Academy Trust. This Application Guidance has been developed to help you to complete your application. Please take a few minutes to read through the information before filling out the application form.

Your application will be your first point of contact with the Trust and the school you would like to work with. The content of your application will determine whether or not you will be invited to interview, therefore it is essential that you complete it as fully as possible. We will not make any assumptions about your abilities and do not take into account any previous applications.

CVs are not acceptable in the place of a completed application form and all candidates are required to address the criteria on the person specification for the post. However, you may submit a CV in addition to your completed application form.

Personal Details

Enter fully and clearly your name, address and telephone number(s) so that you can be easily contacted in the event that you are shortlisted to attend an interview.

Employment

State clearly your current or most recent employer's name and address. Include details of the post held and (if applicable) reason for leaving.

Previous Employment

Enter names and addresses of all previous employers, starting with the most recent. You can also include work experience placements, holiday jobs or voluntary work in which you have developed skills relevant to the job you are applying for. It is very important that you complete this section in chronological order, and detail accurately any gaps between employment and other activities.

Education

Provide full details of your education at secondary level and above along with details of degrees/diplomas and any other qualifications, including those that you are currently studying for. Make sure you give all the information required, including levels and grades of any examinations taken. If a required qualification has been specified for the role, make sure you give all the information required and levels of any examinations taken. You will be expected to provide documentary evidence if you are invited for an interview.

Supporting Statement

This section is very important. It gives you the opportunity to detail why you feel you are the best person for the job and why you are applying, and is the key information that is used for shortlisting. Before completing this section refer to the Job Description and Person Specification for the role.

Application Guidance

Focus on how your skills, knowledge and experience meet each role requirement, detailed in the person specification giving specific examples. In completing this section you may refer to both paid and voluntary work and your experience within any school or any relevant experience outside work.

Referees

Provide the names, addresses and email addresses of two people who are willing and able to provide references in support of your application. One of these must be your current (or most recent) employer.

If you are an NQT We suggest you ask the Headteacher of your most recent placement and your university or college tutor, as they will be able to comment upon your teaching skills.

If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. Please note that family members, friends and relatives are not acceptable referees.

Referees will be asked about past disciplinary actions or allegations excluding those that were deemed to be unfounded, unsubstantiated or malicious when assessing your application.

If you are subsequently made a conditional offer of employment, further information may be sought about health and absences.

Eligibility to Work in the UK

If you are selected to attend for an interview you will be asked to provide documentary evidence of your right to work in the UK.

Declarations

If you are appointed, you will be required to complete a Disclosure and Barring Service (DBS) application. The DBS will provide a report to you confirming whether you have any history of criminal convictions, including cautions and bind-overs.

All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means you must declare all convictions, including those that would normally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

We need to know if you have a close relationship with and/or are related to any employee, governor or anyone else connected to the school, in order to ensure a fair selection process.

If you have a disability please provide details of any adjustments that you will require if shortlisted for an interview. Any details you provide regarding a disability will be dealt with sensitively and will only be disclosed to staff involved in the selection process when it is considered appropriate and necessary.

Application Guidance

Submitting Your Application Form

Before submitting your application form ensure that you take time to read it through to check for any errors or omissions. You may find it useful to keep a copy of your submitted application form to refer to if you are short listed for the post you are applying for. Your completed application must be submitted before the specified closing date.

Next Steps

All applications will be acknowledged. You will be notified within two weeks whether you have been shortlisted to attend an interview. It is the policy of the Trust that feedback is not provided to candidates at the shortlisting stage

Online Checks

In line with KCSIE 2022 guidance, as part of the shortlisting process, the Trust reserves the right to conduct an online search on shortlisted candidates as part of our due diligence and to share any pertinent information found concerning a candidate's suitability to work with children with Hiring Managers to be discussed at interview stage.

Safeguarding

It is an offence to apply for a job if you are banned from working with children. Please see our policy statement on the recruitment of ex-offenders

Maritime Trust and its schools are committed to recruiting with care and safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to a satisfactory DBS check. [A copy of our recruitment of ex-offenders policy can be found here.](#)

A copy of the Maritime safeguarding policy is available on the link below

https://www.maritimeacademytrust.org/docs/policies/Safeguarding_Policy_22-23.pdf

Shortlisted applicants will be asked to complete a criminal history declaration before interview.

Privacy

A copy of our [privacy statement](#) for job applicants can be found here

Diversity

Maritime Academy Trust embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives and skills. The more inclusive we are, the better our work will be.

Job Description

Responsible to: Headteacher (Line managed by School Business Manager)

Purpose of Job:

To work under the guidance/instruction of appropriate senior staff: to provide maintenance and security services on school premises and sites thereby ensuring a safe working environment

Context and Purpose of the Job: -

The main responsibilities of a Site Manager will usually include:

To ensure that the school and grounds are in a good state of repairs and appearance;

To ensure the security, health and safety and cleanliness of the school is maintained;

To ensure all Health and Safety policies and procedures are complied with at all times;

To participate fully in all aspects of the life of the school, maintaining good relationships with children, staff, parents and visitors;

To supervise Assistant Caretaker and all cleaning staff.

Security

To ensure the opening and locking of the school is secured;

To open and secure the school premises, challenging unknown persons and escorting individuals to the school office;

To report any breach of security to relevant authorities;

To ensure external / internal regular security checks (security lights / alarm system) are in good working order and maintained;

To attend any out of normal hours' emergency situations that may arise;

To monitor CCTV or surveillance equipment where appropriate.

Cleaning and Maintenance

To deal with spillages, including the removal of body fluids, using safe handling techniques;

To ensure the removal of rubbish and waste. This may include:

Removal of waste that requires safe handling procedures

Waste separation to comply with re-use and re-cycling processes

Removing waste classified as unsanitary, hazardous and/or dangerous.

Maintaining all outside areas external to the school to ensure they are presentable and free from waste materials.

To use the relevant procedures of the school to record breakages, repairs and maintenance work carried out and to record and monitor the quality of work carried out;

To carry out first line repairs and maintenance that is within the skills and experience of the post-holder, (this may include plumbing, electrical work, glazing, and general work

To refer relevant work to specialists in accordance with the health and safety requirements of the school and the authority;

To deal with repairs and maintenance that may arise as a result of accidents, emergencies and other unforeseen circumstances and liaise with School Business Manager / Senior Leaders and other asset management within the area

To ensure that all heating and lighting systems and other equipment are working properly, carrying out regular checks and accordingly;

To ensure, on a daily basis, that the toilets are replenished with soap and toilet paper;

To contribute and work alongside the School Business Manager with the school maintenance and repair plan and to support its implementation. Where appropriate obtaining quotations and tenders;

To direct/supervise cleaning and/or site staff to ensure cleaning is in accordance with specification;

To monitor the work of cleaning staff and carryout regular appraisal of performances and to allocates holiday tasks, deep cleaning of the school;

To ensure outside areas are clear of leaves from playground, drains and school entrances;

To keep drains and gullies free flowing, including un-blocking;

To ensure all pathways and all other external hard surfaces areas are kept clean, free of litter and weeds and that they are gritted or salted when required. Also to ensure appropriate stocks of slat and grit are held on site.

Job Description

Health and Safety

To be responsible for safety and security within the school, including acting as a key holder and organising access for emergency access;

To participate with Fire Drills in liaison with the School Business Manager and to maintain a log of all fire and security drills for inspection purposes;

To carry out regular checks of play and PE equipment identifying and organising for repairs of such following liaison with School Business Manager;

To take appropriate actions to identify, evaluate, minimise and manage any risks to health, safety and security in the immediate working environment. To carry out any relevant risk assessments as required by the school and borough;

To remain up to date with current health and safety regulations ensure their implementation across the school including maintaining COSHH assessment sheets and liaising with School Business Manager when new products are brought onto the site;

To undertake regular external and internal site inspections, identifying and checking for any hazards, reporting and liaising with the school Health and Safety Officer;

To monitor and oversee the electrical testing of portable electrical appliances and maintain appropriate records;

To ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises. Tasks – Resources / Organisational

To advise the headteacher on matters relating to energy control and conservation

To move furniture, equipment, plant, supplies and stores – in accordance with current health and safety standards;

To receive goods delivered (of a wide variety of types) and ensure that these are moved and stored in accordance with the procedures of the school and to deal with deliveries outwards;

To be responsible for relevant stores and consumables, which may include the management of the relevant budget;

To be responsible for maintaining records, information and data, producing analysis and reports as required;

To ensure and create a purposeful, orderly and productive working environment;

To liaise with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate;

To be aware, contribute and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;

To attend relevant training to maintain an up to date understanding of the role and to refresh any required skills as necessary in consultation with the Site Supervisor and School Business Manager.

Responsibilities

To liaise with Site Supervisor and School Business Manager and attend meetings as required;

Carry out minor maintenance projects around school;

Promote and ensure the health and safety of pupils, staff and visitors at all times (in accordance with the appropriate health and safety legislation);

Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to appropriate person;

Contribute to the overall ethos/work/aims of the school;

Appreciate and support the role of other professionals;

Participate in training and other learning activities and performance development as required;

Treat all users of the school with courtesy and consideration;

Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities.

The trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job description but which is



Contact Us



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[@barnsoleprimaryschool](https://www.facebook.com/barnsoleprimaryschool)



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Maritime Academy Trust



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