



Maritime  
Academy  
Trust

# Recruitment Pack

# Introduction

Maritime has been an adventure from day one. We are proud of how far we have come, but more than that, we are excited about where we are going.

We are passionate about breaking barriers for children and helping them realise they are capable of incredible things. We expect the same of ourselves -- thinking outside the box and achieving creativity through problem-solving. We are relentlessly focused on building a brilliant organisation to help build a solid start in life for every single one of our pupils.

This is an excellent time to join us at Maritime as we are at a key juncture in our journey. We are using a recent period of growth as an opportunity to reinvigorate our vision and goals for the future, a process currently underway. We know from this crazy Covid period we have to think differently. We need to reimagine what education can look like for our children and families and we need the determination and drive to get us there.



Tiffany Beck, Chair of Trustees



Nick Osborne, Chief Executive Officer

# Background

Maritime Academy Trust began as a partnership of three schools in Greenwich. The impact of our partnership work was striking – our schools transformed through targeted collaboration, innovative ideas and an entrepreneurial curriculum, firmly embedded in knowledge, that builds leadership and life skills into children. To secure this collaboration for the future, we created Maritime in 2016. Since then, our Trust has grown in strength, capacity and expertise.

We now serve 4000 pupils and 700 staff in thirteen schools across Greenwich, Bexley, Kent and Medway. We support the development of our schools in all aspects of education, finance, HR, IT, estates, operations and governance.

Our role as a Trust is to ensure meaningful collaboration drives improvement, innovation and efficiencies across the schools, enabling headteachers to focus on teaching and learning so every pupil can thrive.



# Maritime Mindset

We created Maritime around an idea - that education should be meaningful, that children should love learning, and that everyone who works with us should feel they make an impact. We believe in preparing children for a future we can't even imagine yet - through the life skills in a knowledge-rich, entrepreneurial curriculum: critical thinking, collaboration, creativity, character, citizenship, and communication. This is how they'll be able to adapt in an ever-changing world. Children celebrate their learning through their Big Outcomes.

We work together across our Trust through our Maritime Behaviours which frame our approach to every day, every opportunity and every challenge: collaboration, adaptability, supportiveness & trust, humour & positivity, humility & honesty, and creativity & innovation.

Each of our schools is different, but they do share three main things:

- A belief in a curriculum that is engaging for children and challenges them to develop skills as well as knowledge.
- An expectation of outstanding behaviour in school so children feel safe and are in an environment which helps them learn to the best of their ability.
- A strong belief in collaboration, looking to learn from each other and also willing to support others when they are in need.



# Our Academies

Our academies are located across London and the South East.



Barnsole Primary School



Bligh Infant & Junior School



Brooklands Primary School



Danecourt School



Ebbsfleet Green Primary School



Featherby Infant & Junior School



Greenacres Primary School



Hook Lane Primary School



Millennium Primary School



Nightingale Primary School



Timbercroft Primary School

# The Maritime Offer

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.

National Terms & Conditions



Well-Being Initiatives and Social Activities



Family Friendly Policies



Staff Development & CPD



Retail and Holiday Discounts in 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

Add short 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

Referees  
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 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**

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

### **All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means you must declare all convictions,**

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

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

### 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 policy on the recruitment of ex-offenders can be [found here](#)

A copy of the Maritime safeguarding policy is [available here](#)

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](#).

# Job Description

<b>Job Title:</b>	HR Administrator Apprentice
<b>Grade:</b>	NMW Apprenticeship Rate
<b>School/Team:</b>	HR Team
<b>Reporting To:</b>	HR Director
<b>Direct Reports:</b>	None

## **Job Purpose:**

To provide effective and efficient administrative support to the wider HR team to enable the delivery of a proactive and customer focused HR service to the Trust and its Academies.

## **Specific Responsibilities**

### **Recruitment Administration**

Supporting schools with recruitment tasks including selection processes and providing documents, providing guidance on arranging interviews where necessary.

Liaising with the Recruitment Officer on the processing of new starters, taking ownership of the completion of statutory pre-employment checks for specified schools.

Setting up and maintaining the electronic files for new starters, ensuring all pre-start date paperwork is completed and saved for school access.

Completing regular reviews and maintenance of the Trust SCR Tracker, inputting all relevant information for new starters and providing support to schools where necessary for existing staff.

### **HR Administration**

Maintaining the electronic personnel files, supporting schools with the saving of electronic documents if required.

# Job Description

Supporting schools and HR with the scheduling of formal meetings, taking notes where required.

Managing absence recording for the Trust central team, providing absence reports and data where necessary.

Managing the online internal Hub, uploading and refreshing documents and layout where necessary.

Supporting the work of the wider team, i.e. preparing documents, drafting correspondence, gathering information etc.

Sending out Trust communications on behalf of the HR Team.

## **General**

To undertake any other work appropriate to the level and general nature of the post's duties.

To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Trust's Equal Opportunities, Data Protection and statutory obligations in respect of safeguarding children.

# Person specification

## Person Specification

<b>Job Title:</b>	HR Administrator Apprentice
<b>Grade:</b>	NMW – Apprenticeship Rate
<b>Academy/Team:</b>	Central Trust Team

**Method of Assessment:** AF= Application Form, T = Test, P = Presentation, I = Interview

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/ Desirable
<b>Knowledge &amp; Experience</b>		
Minimum of 4 GCSEs Grades C/4 and above including English, Maths or equivalent; and/or A Levels and/or relevant Level 2 Apprenticeship or equivalent.	AF	E
Experience of using various IT packages including google.	AF/I	E
<b>Skills and Abilities</b>		
Excellent written and oral communication skills	AF/I	E
Ability to appropriately manage confidential information	AF/I	E
Ability to quickly develop and maintain positive professional relationships with a wide range of people	AF/I	E
Adaptable, organised and able to work with minimum supervision.	AF/I	E
<b>General</b>		
Commitment to the highest standards of child protection and safeguarding.	AF/I	E

## Person specification

Understanding of and commitment to the Trust's/School's equal opportunities policies and ability to put into practice in the context of this post.

AF/I

E

Understanding of and commitment to the Trust's obligations in respect of the General Data Protection Regulations (GDPR) 2018.

AF/I

E



How to  
Apply:

Please apply online via [TES](#) using the online application form.

Further  
Information:

Please visit the [Maritime Academy Trust website](#)

The 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 enhanced DBS check. A copy of our policy regarding the recruitment of ex offenders can be [found here](#)

Our safeguarding policy can be found on our website :

[https://www.maritimeacademytrust.org/docs/policies/Maritime\\_Child\\_Protection\\_and\\_Safeguarding\\_Policy\\_2021-2022.pdf](https://www.maritimeacademytrust.org/docs/policies/Maritime_Child_Protection_and_Safeguarding_Policy_2021-2022.pdf)



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