



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.



Tiffany Beck, Chair of Trustees

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.



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

Your Maritime 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.

National Terms & Conditions



Mental Health First Aiders



Enhanced maternity & paternity benefits



CPD & Progression opportunities



Early salary access & financial advice



Interest free Travel Work Loans



Access to face to face counselling sessions



Annual Flu Vaccinations



Eyecare Vouchers



Local Government & Teachers Pensions Schemes



Cycle to Work Scheme



Comprehensive 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. 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

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 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 an Enhanced 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

You will be notified as to 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 2023 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 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](#)**

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

Job Title:	HR Assistant
Grade:	Medway D2
School/Team:	HR Services - Central Team
Reporting To:	HR Operations Manager
Direct Reports:	None

Purpose of Job:

To provide high quality administrative support to the wider HR team. Acting as the first point of contact providing a proactive and customer-focused HR service to the Trust, its Schools and external partners.

Specific Responsibilities:

- Acting as first point of contact for HR related queries providing routine advice or referring to colleagues as appropriate
- Preparation and issue of offer letters to new appointments
- Setting up and maintaining electronic files for new starters
- Conducting all statutory pre-employment checks for employed staff and Local Academy Councillors
- Progressing DBS checks using the online system
- Requesting references and chasing responses as appropriate
- Inputting data onto and maintaining the Trust SCR Tracker
- Support the delivery of the annual well-being calendar by sourcing resources to share with Academies
- Supporting the Trust schools with minute taking or letter writing as required
- Supporting the work of the wider HR team as needed

Job Description

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

Job Title:	HR Assistant
Grade:	Medway D2
Academy/Team:	Central Services - HR 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
Knowledge & Experience		
Good level of general education	AF	E
Relevant qualification in Business Administration or HR	AF/I	D
Experience of providing administrative support	AF/I	E
Experience of pre-employment onboarding processes	AF	D
Skills and Abilities		
Proven IT skills to include Word, PowerPoint, Excel, website	AF/I	E
Ability to quickly develop and maintain positive professional relationships with a wide range of people	AF/I	E
Proven excellent organisational and time management skills and the ability to manage conflicting demands.	AF/I	E
General		
Commitment to the highest standards of child protection and safeguarding.	AF/I	E
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 it's 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 postsz 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



Contact Us



@MaritimeMAT



@MaritimeAcademyTrust



www.tes.com/jobs/employer/maritime-academy-trust-1162586



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