



Barnsole Primary School

Candidate Information Pack



Maritime
Academy
Trust

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The background of the page features a collage. A large, semi-circular blue shape is positioned on the left side. On the right side, there is a cutout of a pink, furry monster with large green eyes and a wide, toothy grin. The monster is wearing a pink and white striped skirt. The overall background is a warm, brownish-gold color.

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 a 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

Co-operation:

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

Honesty:

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

Respect:

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

Courage:

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

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.

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 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 ECT 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 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 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

You will be notified 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 2024 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 the Maritime safeguarding policy can be found 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

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

Job Title : Business Administration Apprentice

Grade: National Apprenticeship salary £6.40 depending on age

Reporting to: Office Manager

Purpose of the Role:

To learn skills in operational business administration. Provide administrative and organisational support to the Trust Departments under the management and guidance of the senior staff.

- To respond to telephone and email queries
- Liaise with the Trust community via written communication, face to face and email
- Providing efficient and accurate administrative and organisational services to all trust departments including Education, HR, Finance, Marketing and Operations
- Assisting the EA to CEO with diary management and booking meetings
- Working closely with the marketing team, offering administrative support and supporting the implementation and delivery of the Trusts marketing and communication strategy
- Assist with producing marketing and promotional materials for the Trust and its schools including materials for social media, newsletters and presentations
- Assisting with the Trust's social media platforms
- Monitoring the Trust email inbox and fielding queries to the relevant departments/schools/point of contact
- Monitoring the Trust voicemail inbox and fielding messages to the relevant point of contact
- Establish and maintain good relationships with all Directors, colleagues and other professionals
- Draft correspondence as required
- Assisting the EA to CEO with arrangements for meetings, including managing room bookings, catering
- Assisting with managing content on the Trust website
- Assisting with managing content on the Internal Intranet (Maritime Hub) - adding and removing content where necessary
- To provide general administrative support as required including routine word processing, photocopying, collating reports, filing
- To be responsible for monitoring levels of stationary and supplies in the trust office and placing orders as required
- To meet all learning commitments of the apprenticeship as directed by the line manager and training provider.

Person Specification

Job Title:	Business Administration Apprentice
Grade:	
School/Team:	Maritime Central 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, Skills & Experience		
GCSE Maths & English at grade C or above (or equivalent)	AF/I	E
Ability to use basic ICT software packages	AF/I	E
Ability to build and form good relationships with colleagues	AF/I	E
Ability to work as part of a team	AF/I	E
Strong verbal and written communication skills appropriate to the need to communicate effectively	AF/I	E
Initiative and the ability to work under pressure	AF/I	E
Excellent attention to detail, organised, with the ability to maintain a high level of accuracy.	AF/I	E
Ability to deal with confidential information appropriately	AF/I	E
Desire to enhance and develop skills and knowledge through CPD		E

Person Specification

General		
Commitment to the highest standards of child protection and safeguarding.	AF/I	E
Understanding of and commitment to the Trust'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



Contact Us



[@barnsoleschool](https://twitter.com/barnsoleschool)



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



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Please use the link below
to apply



<https://mynewterm.com/jobs/144423/EDV-2024-BPS-20512>



[@MaritimeMAT](https://twitter.com/MaritimeMAT)



[@MaritimeAcademyTrust](https://facebook.com/MaritimeAcademyTrust)



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Recruitment: recruitment@matoffice.org