



Danecourt
School

Danecourt School

Candidate Information Pack



Maritime
Academy
Trust



Table of Contents

3	Letter from the Headteacher
4	Welcome to Danecourt
5	Danecourt Photo Gallery
6	What the children say about Danecourt
8	Maritime Academy Trust
9	Maritime Benefits Offer
10	Application Guidance
13	Job Description
16	Person Specification
18	Contact Details



Dear Applicant,

Firstly, I would like to thank you for the interest you have shown in working at Danecourt School. Danecourt is an ambitious school for children aged 4-11 years with severe and complex needs. Many of the children have a diagnosis Autistic Spectrum Disorder (ASD). Some have Severe Learning Difficulties (SLD) and in addition, some children may also have speech, language and communication needs, physical difficulties, multi-sensory impairments. All the children attending Danecourt have an Education, Health and Care Plan (EHCP).

There are currently 257 children attending the school which is based across three sites. The largest site, Danecourt@Gillingham caters for approximately 195 children. In addition we have a satellite at Featherby Primary School for our children within the Early Years and a satellite at Bligh Primary School for some of our key stage 2 children.

Danecourt was last inspected in November 2024 when Ofsted reported that evidence gathered during the ungraded inspection suggested that the school's work may have improved significantly across all areas since the previous inspection in June 2019 (<https://files.ofsted.gov.uk/v1/file/50263964>). The report highlighted that 'Expectations of what pupils can achieve are very high here. Despite the many barriers pupils at this school face, their personal and academic achievements are impressive' and that 'Teaching assistants impact positively on pupils' learning'.

Danecourt@Gillingham and Danecourt@Featherby are located just off the A2 in Gillingham and Danecourt@Bligh is located in Strood, just minutes away from the M2. All sites have excellent transport routes and are located on main bus routes as well as being approximately 2 miles away from Rainham and Gillingham train stations.

Danecourt is part of the Maritime Academy Trust. Maritime consists of 12 primary schools across Kent and the London. It is the Maritime's mission "to empower schools with the means to drive greater and more enjoyable outcomes for children".

I hope that you find this candidate pack useful and I urge you to look on our website (www.danecourt.com) for further details about the school. If you would like further information about the post or would like to arrange a visit prior to submitting your application, please contact the main school oce – info@danecourt-maritime.org or 01634 232589.

I look forward to receiving your application.

Cathryn Falconer
Headteacher



Welcome to Danecourt

At Danecourt our mission is to provide all children with a “stimulating learning environment where every individual is valued, respected, safe and successful”.

The dedicated, enthusiastic and highly trained staff teams maintain high expectations of what each individual child is able to achieve, striving to ensure that they all achieve their maximum potential; celebrating difference and encouraging curiosity and creativity. All children receive a personalised curriculum tailored to meet their specific needs.

Staff work collaboratively with families and a range of other agencies in order to meet the children's needs and as a result, they make strong progress academically, emotionally and socially. The children's achievements are hugely valued and celebrated in a manner that is meaningful and appropriate for each pupil.

Danecourt Values



Danecourt Photo Gallery



What the children say about Danecourt

"I like my teachers
because when I find
something hard they
help me"

Amelia

"I like the
teachers and
learning too. I like
everything"

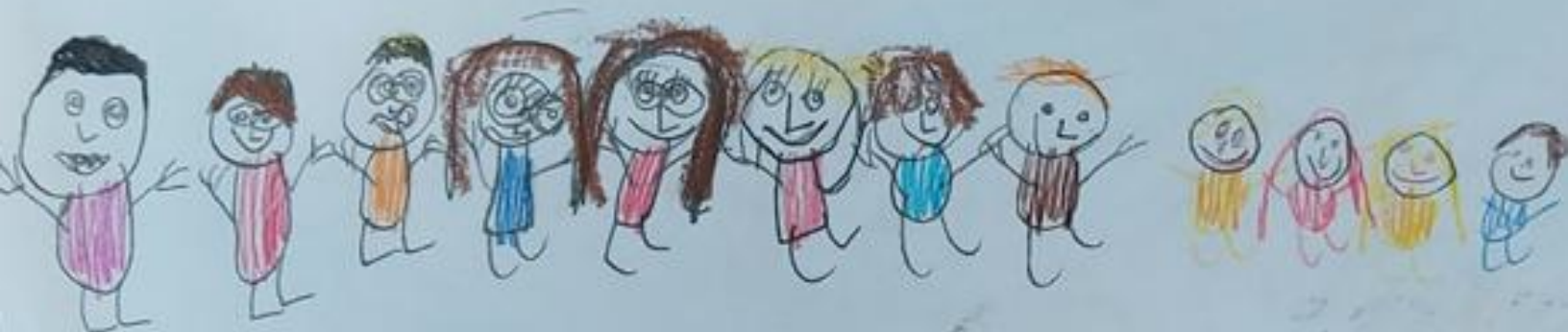
Bobby

"Maths is good
because I like
counting and
numbers"

Hayden

"I like playing with
my friends"

Lexie



What the children say about Danecourt

"My favourite thing about school is school!"

Kenny



"I like learning about maths and counting"

Olivia



"I like learning about dinosaurs.
We made dinosaur fossils"

Dylan



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, gaps in employment history and fully completed referee contact details. 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 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 the role if the applicant is barred from engaging in regulated activity relevant to children. See our policy statement on the recruitment of ex-offenders

Maritime Academy Trust is 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.

A copy of our recruitment of ex-offenders policy can be [found here](#)

[A copy of the Maritime Child protection and safeguarding policy can be found here](#)

If you are shortlisted you will be asked to complete a Criminal History declaration form.

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:	Office Manager
Grade:	C1 (6-19)
School/Team:	Dancourt School
Reporting To:	Headteacher
Direct Reports:	Receptionists/ Admin Assistants

Purpose of Job:

To lead and oversee the efficient delivery of the school's administrative functions, ensuring all administrative tasks, systems and processes operate efficiently, professionally, and in line with safeguarding and data protection guidelines.

Specific Responsibilities:

Main duties and responsibilities are indicated below. Please note that the post holder may be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies.

Office & Administration:

- Lead and manage the school's administrative team, ensuring high levels of professionalism and service.
- Oversee all office systems and processes to support the smooth running of the school.
- Maintain efficient procedures for communications, document management, and filing.
- Provide an efficient administrative service to the headteacher and senior leadership team.
- Ensure accurate maintenance of school records, including student data, attendance, and staff records.
- Manage incoming and outgoing communications.
- Ensure parents are kept well informed about school events through timely communication from the school office.
- Manage and maintain the school website, keeping all pages accurate, up to date, and relevant, while also supporting the school's marketing and promotional activities.
- Oversee administration of school events, and parental communications.
- Keep records in accordance with the school's record retention schedule ensuring information security and confidentiality at all times and that the school is compliant in all aspects of data protection legislation.
- Support whole-school events such as parents' evenings, open days, and other administrative functions as needed.

Job Description

Pupil Attendance:

- Monitor and maintain accurate daily pupil attendance and lateness records, following up on absences through calls, letters, or other communication methods in line with school policy.
- Ensure all absences are accounted for, check register accuracy and coding, and make appropriate referrals or send letters when required.
- Produce attendance reports and analysis to inform school self-evaluation

HR & Recruitment Support:

- Support with recruitment processes.
- In conjunction with HR, accountable for the School's SCR (Single Central Record), ensuring it is kept up to date with relevant information and in line with KCSIE.

Leadership & Compliance:

- Responsibility for all work undertaken by the administrative team and to allocate and monitor workloads.
- Line manage administration staff and support their development through coaching and training.
- Review the office systems and lead on the implementation of improvements.
- Ensure compliance with all relevant policies including data protection (GDPR), health and safety, and safeguarding.

General


- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- All staff should use and promote Standard English at all times.
- Attend training sessions and meetings as required including governors' sub-committee and full meetings.
- 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:	Office Manager
Grade:	C1 (6 - 19)
Academy/Team:	Danecourt School

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.

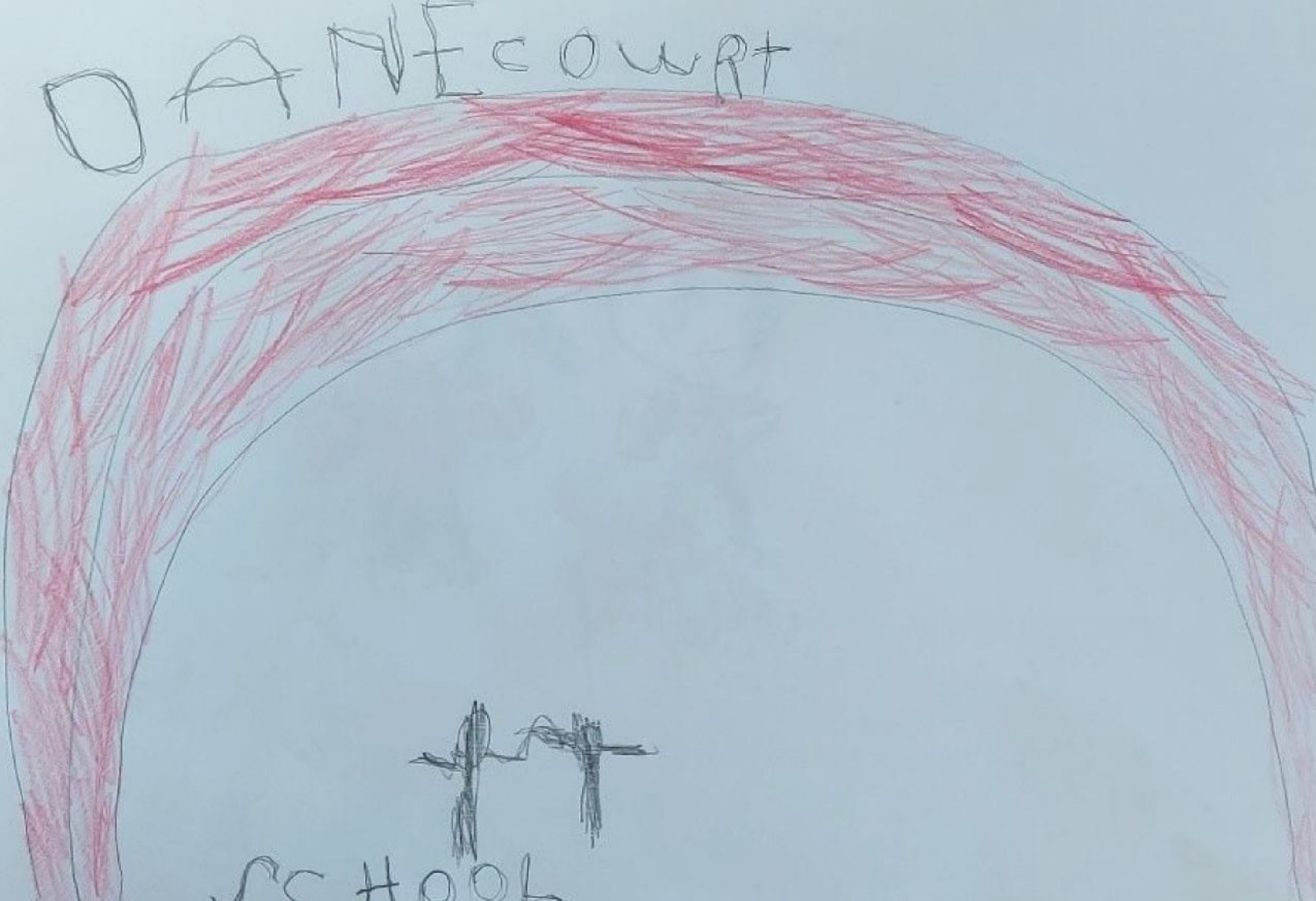
Criteria	Method of Assessment	Essential/ Desirable
Qualifications & Experience		
Previous experience as an office manager	A/I	E 
Evidence of significant, successful administration management experience to support the day to day operation of an establishment/company.	A/I	E
Experience of managing change and implementing new systems/procedures/controls.	A/I	E
Experience of organising meetings and accurate minute taking.	A/I	E
Appropriate administration management qualification/s and/or relevant further education qualifications	A/I	D
Experience of working with school governing boards	A/I	D
Experience of preparing and presenting data and reports	A/I	D

Person Specification

Skills and knowledge		
Ability to build and form good relationships with students, colleagues and other professionals.	A/I	E
Ability to work constructively as part of a team, understanding school roles and responsibilities including own.	A/I	E
Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.	A/I	E
Working knowledge of a range of administration procedures.	A/I	E
Ability to proficiently use office computer software including word-processing, spreadsheet, database/s and internet systems.	A/I	E
A current knowledge and understanding of appropriate education legislation and requirements, for example, safer recruitment, school admissions, exclusions	A/I	D
Excellent interpersonal skills with the ability to maintain strict confidentiality	A/I	E
Initiative and ability to prioritise own workload	A/I	E
Ability to evaluate own development needs and those of others and to address them.	A/I	E
Efficient and meticulous in organisation.		
Able to follow direction and work in collaboration with the leadership team.	A/I	E
Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations.	A/I	E
A willingness to seek specialist advice and awareness of where to seek it.	A/I	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/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
Commitment to the school's ethos, aims and its whole community	AF/I	E



Contact Us



[@DanecourtSchool](#)



[@Danecourt-School](#)



Danecourt School, Hotel Road, Gillingham, ME8 6AA



info@danecourt-maritime.org



01634 232 589



Please apply online via
the link below



[https://mynewterm.com/jobs/142266/E
DV-2025-DS-44967](https://mynewterm.com/jobs/142266/E DV-2025-DS-44967)



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



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



Telephone: 020 8016 6064

Email: info@maritimeacademytrust.org

Recruitment: recruitment@matoffice.org