



# Featherby Infant & Junior Schools

Candidate Information Pack



Maritime  
Academy  
Trust



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A background image showing a group of children in school uniforms. In the foreground, a young girl with blonde hair is smiling, wearing a dark grey school dress with a blue and yellow striped tie and a yellow circular badge that says 'Aztec'. To her right, another girl is partially visible, wearing a blue and white checkered school dress. The background is slightly blurred, showing other children and greenery.

Dear Applicant

Firstly, I would like to thank you for the interest you have shown in working at Featherby Schools.

Featherby is in fact two schools, Featherby Infant & Nursery School and Featherby Junior School, in effect working as if it were a primary school, with shared staff and a shared focus. We are a values-led school serving a supportive community with a mixed demographic of children ranging from 3 to 11 years old. We are based in between Gillingham and Rainham train stations, but served by a good network of local buses as well as reliable main roads.

We have been working in partnership with Maritime Academy Trust since 2017 and the dedication and drive of the staff, as well as the children and families, has resulted in Featherby being a success story since working with the trust, whose aim is to “empower schools with the means to drive greater and more enjoyable outcomes for children”.

Featherby is lucky to have a friendly, warm and welcoming team of staff who all know they are an intrinsic part in making positive changes and driving aspirations for the children in their care. Our Senior Leadership Team is a small, dynamic, supportive and dedicated group comprising Dave Marsh, our Exec Headteacher, myself as Headteacher and David Brenton and Liz Kramer who are both Assistant Headteachers.

Our mission statement of “working together to inspire minds through inclusive and creative practice - aspirations are high for all” is something we live, day to day and we look to develop our ourselves as staff to be the very best that we can be. As we look to potential candidates to join Featherby, we are hoping to attract like-minded candidates who aim high to be part of this exciting journey with us.

I hope that you find this candidate pack useful and I would strongly encourage you to look at our website as well as follow us on Twitter, where you can see our learning in action. If you would like further information about the school or would like to arrange a tour prior to submitting your application, then we would be delighted to hear from you. Please contact our admin manager on: [admin@fpsmat.org](mailto:admin@fpsmat.org) or on 01634 231984 option 6 and we'll be glad to hear from you.

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

Amy Massey  
Headteacher

# Welcome to Featherby

Featherby is a partnership of two values-led community schools where everyone loves learning and being the best we can be.

We achieve the highest standards by continuously broadening our skill sets - we nurture skills for learning alongside skills for life, encouraging the children to become independent learners of the future.

We believe in encouraging independence with the ability to work collaboratively embracing known pedagogy whilst developing new models for learning. Using the latest technologies.

## Featherby Values

### Respected **Vision & Values**

**Unity**  
**Aspiration**  
**Resilience**  
**Responsibility**  
**Trust**  
**Respect**

# Featherby Photo Gallery



# What the children say about Featherby

"I'm happy at Featherby because everybody treats everyone with the same amount of respect and kindness."

"I highly recommend coming to Featherby. It's a very wholesome school to attend and you'll have a warm welcome. It's also quite simple to make friends here."

"I enjoy handwriting at Featherby because it helps me to improve my handwriting skills."

"Teachers are fun and are there if you needed help."



# What the children say about Featherby

"I like English because I get to read books, write myths and stories and Maths because I like numbers and times tables. I like Featherby because there are lovely teachers that help everybody and caring friends that are fun and a good friends to have."



"I enjoy learning about art because you get to learn about all the different types of art and you get to try different ways to draw. At Featherby, all the students are helpful and respectful. You will get a warm welcome."



"I enjoy the Maths at Featherby especially the times tables and problem solving. I also like the topics each term as it makes the learning fun and exciting! At Featherby, everyone is friendly and supportive and you can trust an adult if you feel scared or you need help."



# 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

*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

The Trust recognises National Terms and Conditions for both Teaching and Support Staff and annual pay awards are applied in line with national agreements.



### Trade Union Recognition

We work closely with the Trade Unions that represent our Teaching and Support Staff. We meet termly with employee representatives to proactively and positively manage employee relations.



### Teachers and LGPS Pension Schemes

All employees of the Trust are offered the opportunity to contribute to either the Local Government Pension Scheme (LGPS) or the Teachers' Pension Scheme (TPS).



### Staff Development & CPD

The Trust operates a supportive Staff Development policy for all staff policy focused on coaching and well-being. The Trust is committed to ensuring that every member of staff receives regular feedback and career development conversations alongside a comprehensive offer of tailored CPD.



### Well-Being

All of our Academies are represented at our termly Well-Being Network Meetings. The Network agree a schedule of Trust Wide well-being initiatives and social activities.



### Maritime Hub

The Trust offers its employees access to hundreds of on-line retail discounts from days out with the kids to discounted holidays and food shopping; there is something for everyone.



### Cycle to Work Scheme

The Cycle to Work scheme allows employees to purchase a bike and accessories up to the value of £1,000. The scheme allows employees to make tax savings of up to 42% while staying fit and healthy.



### Family Friendly Policies

The Trust offer generous policies and enhanced entitlements in respect of Maternity, Paternity and Adoption.



### Employee Assistance Programme

The Employee Assistance Programme is available 24 hours per day, 7 days per week, 365 days of the year. The service is free, confidential and staffed by trained counsellors who provide advice and counselling to support the resolution of personal or professional issues.



### Discounted Gym Membership

The Trust offers 'MyGym Discounts' and 'GymFlex' which provides savings of up to 40% with over 3,000 UK gyms and health providers.



### Interest free Travel to Work Loans

The Trust offers interest free loans for staff to purchase public transport season tickets, helping to keep down the cost of travelling to and from work.



### Annual Flu Vaccinations

The Trust offers flu vaccinations to all employees annually in the Autumn Term.



# 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

# Job Description

## **Purpose of Job:**

To have responsibility for the day to day premises related functions, including buildings and grounds maintenance, security, lettings, cleaning and liaising with contractors.

To ensure that the academy gives a positive first impression to all users of the academy site and that pupils, staff, visitors and contractors can work in it effectively and safely working with the Premises manager to ensure compliance with legislation and guidance.

Specific Responsibilities

## **Buildings and Grounds Maintenance:**

- > Ensure that all plant and equipment are available and working effectively.
- > Ensure that general maintenance and remedial works are carried out by MAT approved contractors and records are maintained.
- > Ensure that the grounds and buildings are clean, free of hazards and maintained correctly.
- > Ensure that buildings fabric and services are maintained in accordance with a planned maintenance schedule and that the asset register is maintained.
- > Ensure that all refuse is disposed of promptly and in accordance with legislation.
- > Maintain records of servicing, maintenance (PPM) & actively work with the Premises manager / Senior Leadership Team to ensure iAM compliant property software is up to date.
- > Ensure that appropriate levels of spares are in stock, ordering as required and checking receipts against order are regularly recorded on the MAT ordering system

## **Cleaning:**

- > Ensuring safe use and storage of caretaking and cleaning supplies in accordance with COSHH regulations.
- > Ensure that all areas of the building are clean and ready for use and reporting any concerns to the Premises Manager to liaise with the cleaning contractors.
- > Ensure that any spillages are mopped up and that any bodily fluids and other soiling are cleaned up as soon as practical.
- > Ensure prompt removal of any internal and external graffiti.

Security:

- > Opening and closing of the academy daily at agreed times with the Premises Manager / Senior Leadership Team
- > Be a key holder for the academy site and control the allocation of users for the routine and non-routine use.
- > The post holder may be called out at unsociable hours or at the weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site.

# Job Description

## **Health and Safety:**

- > Act upon any health and safety concerns including the removal of unsafe equipment and report this to the premises manager / Senior Leadership Team
- > Ensure compliance with health and safety legislation and guidance so far as it relates to this post.
- > Ensure MAT Risk assessments are being followed as per our H&S partnership organisation and where appropriate carry out dynamic risk assessments in any situation when appropriate
- > Advise the Premises Manager of any changes that are required to generic risk assessments and management plans.
- > Supervise contractors while working on the academy site operating a safe working environment.
- > Ensure that hazardous substances are used, stored and disposed of appropriately and that risk assessments are up to date and available.
- > Provide safe access to site during periods of inclement weather and emergency situations.

## **General:**

- > Ensure that classrooms, assembly hall, dining areas, sports hall are set up as required for teaching, assemblies, performances, open days, examinations and any other event.
- > Provide support for staff in terms of moving deliveries, equipment and resources as required.
- > Supervise lettings at evenings and weekends on a rotating shift.
- > Undertake general handyman duties (to include painting and decorating, minor repairs to fixtures and fittings) and any ad hoc non-technical requests;
  
- > Undertake daily premises inspections (to include lighting, heating, fire extinguishers, safety system checks, Playground area) against a set checklist and reporting the findings to the Premises Manager.
  
- > Be responsible for all equipment and hand tools provided ensuring that they are kept secure, maintained and replaced as appropriate;
- > To undertake training and development relevant to the post and in line with the academy's training programme including acting as a fire warden.
- > Support other schools within the MAT in discussion with the Head Teacher.
- > To undertake any other duties as directed by the Premises Manager / Senior Leadership Team.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

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

Job title: **site supervisor**

Academy/Team: **The postholder will be required to move between multiple sites to ensure that operational needs are met**

### Knowledge & Experience

Experience of working in a similar role in a busy environment, working across multiple sites.

Manual Handling experience, with an understanding of good practice principles.

Knowledge and understanding of Safety awareness.

Understanding of how to dynamically risk assess jobs and make use of PPE where appropriate.

Experience of Fire Safety training / marshalling

IT Literate

### Skills & Abilities

Excellent interpersonal skills, with the ability to communicate effectively at all levels.

Proven ability to effectively plan, prioritise and organise work to achieve objectives on time.

Ability to work proactively and use initiative to resolve day-to-day problems.

An enthusiastic and flexible approach to work.

A strong team-player with the ability to work individually.

### General

Commitment to the highest standards of child protection and safeguarding.

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

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



## Contact Us



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



[@Featherby-Schools](https://www.facebook.com/Featherby-Schools)



Infants: Allington Road, Gillingham, Kent, ME8 6PD  
Juniors: Chilham Road, Gillingham, Kent, ME8 6BT



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## Maritime Academy Trust



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