



Featherby Infant & Junior Schools

Candidate Information Pack



Maritime
Academy
Trust

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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 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



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

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

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 re 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 the Maritime Child protection and safeguarding policy can be found on the link below

https://www.maritimeacademytrust.org/docs/policies/Maritime_Child_Protection_and_Safeguarding_Policy_2021-2022.pdf

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

Job Description

Location: The post holder will be expected to work across both sites.

Line of responsibility: The receptionist /clerical assistant will be directly responsible to the Admin Manager.

Direct Reports: None

Job purpose

The receptionist/clerical assistant is responsible for:

- Assisting in the smooth and efficient running of the school's office and reception area.
- The provision of efficient and accurate clerical support to the school's administrative function.
- Undertaking general office, reception and administrative duties as required.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Admin Manager.

Job specification:

Operational

Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals.

General administrative duties including filing, photocopying, and preparing documents and correspondence as requested.

Assist in maintaining and updating information held on school databases, in particular those relating to student and staff.

Assist in the routine collection of data as required, for example, free school meal Applications.

Update the Attendance module using the SIMS Database, monitoring attendance on a daily basis, informing the Head of School of concerns, collating absence information and any associated queries/tasks including the completion of the DfE attendance returns.

Reception duties, greeting visitors to the school and responding to parental queries as required and receiving and recording deliveries to the office.

Answer incoming and internal switchboard calls, dealing with requests and enquiries and taking messages as required.

Job Description

Deal with deliveries to the school as per procedures and make arrangements for their appropriate distribution.

Contribute to the evaluation and development of administrative systems and Procedures.

Report technical faults relating to the school database system/s and equipment to the ICT technician/s in accordance with school reporting procedures.

Administrative

Ensure that all administrative/clerical duties, checks and documentation are completed to the required level of accuracy and within deadlines.

Process, input and extract data held on the school's database systems as required.

Maintain both manual and computerised record and filing systems in line with Requirements.

General

Attend school events within working time as required.

Assist in school emergencies as required, including locating staff, contacting emergency services and completing necessary documentation.

Attend relevant meetings and training sessions.

Undertake first aid training and responsibilities as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Criteria	Method of Assessment	Essential/ Desirable
Knowledge & Experience		
Good level of general education	AF	E
Experience of providing administrative support in an office environment.	AF/I	E
Excellent IT skills, with good working knowledge of Outlook, Word and Excel.	AF/I	E
Experience of maintaining databases.	AF/I	E
Experience of administration of attendance and duties regarding absence reporting and communication to parents	AF/I	D
Knowledge of MIS eg Bromcom	AF/I	D
Skills and Abilities		
Excellent <u>organisational</u> and time management skills and the ability to manage conflicting demands.	AF/I	E
Ability to work professionally with a wide range of internal and external customers providing excellent customer service.	AF/I	E

Person Specification

Maritime <u>Behaviours</u>		
<p>Adaptability The ability to work flexibly to support the objectives of the Trust as these may change and develop.</p>	AF/I	E
<p>Supportiveness & Trust Willing to support the work of the team and the wider Trust engaging and building relationships with a wide range of stakeholders.</p>	AF/I	E
<p>Safeguarding Commitment to the highest standards of child protection and safeguarding.</p>	AF/I	E
<p>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.</p>	AF/I	E
<p>Understanding of and commitment to the Trust's obligations in respect of the General Data Protection Regulations (GDPR) 2018.</p>	AF/I	E



Contact Us



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



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



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Maritime Academy Trust



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



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