



Brooklands Primary School

Candidate Information Pack



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Dear Applicant,

Thank you for your interest in working with our team at Brooklands Primary school, part of the Maritime Academy Trust.

Brooklands Primary School is situated in Blackheath, Greenwich. We are a small, values-led school where all children and families are welcomed and celebrated. We build strong relationships within and beyond our local community, investing in our children's futures by providing an enriched and creative curriculum, taking advantage of our unique locality and inspiring a life-long love of learning. We aim to provide all of our children with the high-quality education and enrichment opportunities they need to develop their knowledge and skills both academically and personally, in order to prepare them for an amazing future.

We deliver this vision by providing a broad and balanced curriculum, creating a culture of excellence in all aspects of learning, both in the classroom and in the wider world. Our inclusive and holistic approach nurtures the whole child, celebrating success at all levels and valuing well-being and self-esteem leading to thriving, confident learners. We bring learning to life with opportunities to learn beyond the classroom; in our incredible grounds, at Forest School, on educational visits, and through our Big Outcomes where we regularly share, showcase and celebrate our learning with our families and community. We provide personalised, high-quality continued professional development for all our staff, ensuring their practice mirrors the latest research and good practice.

We are incredibly proud of our wonderful school, and would encourage any interested candidates to arrange to come on a tour in order to get a real feel for what it is like to be part of the Brooklands community. We hope that you find the information in this candidate pack useful and we urge you to look on our website (<https://www.brooklandsschool.org.uk/>) for further details about the school. If you would like further information about the post please contact the main school office –

info@brooklands-maritime.org or on 020 8852 8210.

We look forward to receiving your application.

Mrs Emily McGrath and Mrs Sarah Armstrong
Co-Heads of School

Welcome to Brooklands

Welcome to Brooklands, a one-form entry Nursery and Primary School serving the local community. We are a small school with a "village feel" in Blackheath, London. We are incredibly lucky to have wonderful grounds, including a thriving Forest School and Vegetable garden, and we make the most of this throughout all seasons! We aim to provide all our children with the high-quality education and enrichment opportunities that they need, in order to develop the knowledge and skills (academic and personal) to take them into their next stage of education. Teaching and learning is our core purpose and the main focus for all that we do. All our staff are responsible for teaching all our children everywhere around our school. Expectations and standards are high, and everyone is supported from their starting points.

Bluebells Nursery is very much a part of the school, and from April 2025 will incorporate a provision for two-year-olds. Bluebells Nursery aims to provide a warm, welcoming environment where both children and parents feel valued and secure. We ensure all children receive the nurture and individual support they need to feel safe and confident in the setting, and ensure they are provided with meaningful and engaging opportunities to learn, grow and develop as individuals.

Brooklands Values

We are guided in every aspect of the school by our core values, which are:

Curiosity

Thinking critically about the information we are presented with;
Asking questions to deepen our understanding of the world around us
Recognising and celebrating difference and diversity;
Resilience
Having the resilience to improve and not giving up when faced with a challenge;
Learning from our mistakes

Excellence

Always doing our best in everything we do
Showing excellent behaviour at all times and respect for all people and our environment

Aspiration

Focusing on being the best version of ourselves;
Using the experiences we are given to better our futures
Togetherness
Working collaboratively for the benefit of all;
Sharing ideas and experiences to support and develop ourselves and others;

Empathy

Always thinking about how our actions and words affect others;
Looking out for each other and wanting the best for others
Showing respect for others, treating everyone we meet with kindness in our words and actions

We refer to these values as "the roots from which we grow".

Brooklands Photo Gallery



What the children say about Brooklands Primary School

"I like coming to Brooklands because of the environment and how kind everyone is."

"I like Geography because I learn about countries, weathers and places."

"What I like about school is learning Maths and English. I like Maths because it is fun and exciting."

"I like all my learning because I try hard and learn alot. I have great friends and teachers."

"I love all the kind teachers and learning new things. I have been at Brooklands since nursery and now I am in year 6!"

"I like my classroom as it is so spacious and welcoming. I have made lots of friends at Brooklands and the teachers are very supportive and helpful."



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 our recruitment of ex-offenders policy can be found here.](#)

[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:	Early years professional (Level 3 qualified)
Grade:	Greenwich Scale 3 points 5 - 6
School/Team:	Brooklands Primary School
Reporting To:	Headteacher
Direct Reports:	N/A

Purpose of Job:

To support the day-to-day running of the nursery, working as part of a team to hold responsibility for the allocated room and the children.

To support the nursery age children (aged 2-3 years) within our wrap-around care club and lead on activities and care for these children.

Specific Responsibilities:

Plan and set up activities: Plan and deliver appropriate learning opportunities and an enabling environment in line with the EYFS framework and the school EYFS curriculum and plans, with the support and guidance of the school Early Years lead.

Individual and holistic approach: To respond to each child's need for individual care and attention and provide a high level of care and supervision that will enhance the children's general health and well-being.

Key worker: To act as a key worker for a group of children and to ensure their needs are reflected in the planning of routines and activities. To support the work of other staff in their role as key person as required.

Build relationships with families: To liaise closely with parents and carers as a key person: informing parents of their children's progress and well being, encouraging them to become involved in their children's learning.

Create supportive environments: Create physical and emotional environments that are inclusive, safe, and respectful. To work as part of the team to ensure that the allocated room is a safe, clean, welcoming and stimulating environment.

Assess children: To undertake regular informal assessment in order to plan appropriate activities for groups of children. To keep informative, accurate and up to date records and assessments of children's progress. Observations are recorded and shared with parents on school iPads using the Tapestry online learning journal.

Job Description

Support children's development: Support children's speech, language, communication, and social skills through modelling, support, and when needed using targeted intervention programmes with guidance and direction from the school SENDCo.

Inclusivity: To be aware of children's special educational needs and disabilities, and work with other staff and external agencies to support these children effectively.

Positive values: To promote positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with school policies and encouraging children to take responsibility for their own behaviour.

Promote health and safety: Support children's healthy lifestyles, physical care routines, and emotional well-being. Examples include changing nappies, ensuring children's personal hygiene needs are met, supporting children who are toilet training, supporting children with dressing, being aware of children's individual medical conditions/ dietary needs, and promoting a healthy attitude to eating and trying a range of foods.

Work with others: Work with colleagues, parents, and other professionals to support children in your care.

Develop professionally: Use reflection and engage with professional development opportunities offered by the school and the trust in order to develop professionally.

Safeguard children effectively: Complete regular safeguarding training as directed by the headteacher and the trust. To follow and effectively implement the school safeguarding and child protection procedures and policies and comply with legal responsibilities.

Undertake regular paediatric first aid training organised by the school, and maintain an up-to-date Paediatric First Aid qualification.

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.

To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.

Person Specification

Job Title:	Early Years Practitioner Level 3
Grade:	Greenwich scale 5
Academy/Team:	Brooklands Primary 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
Knowledge & Experience		
Experience of working in a pre-school setting, nursery or other similar experience working with young children	AF/I	E
Full and relevant Level 3 Qualification (<i>Diploma in pre-school practice, NVQ Level 3 or equivalent</i>)	AF	E
A good knowledge and understanding of the EYFS	AF/I	E
To be able to demonstrate an understanding of child development, children's needs at this age, and current legislation relevant to the Early Years	AF/I	E
Paediatric First aid qualification or willingness to undertake paediatric first aid training prior to starting the role	AF/I	E
Food hygiene qualification	AF	D

Person Specification

Skills and Abilities		
Ability to implement an Early Years curriculum, taking into account the SEND Code of Practice, child protection procedures, religious and cultural diversity and equal opportunities considerations	AF/I	E <input type="checkbox"/>
Strong time management skills and ability to prioritise workload	AF/ AF/I	E E
Ability to foster strong working relationships with colleagues, volunteers and other professionals		
Computer literacy, including experience using Word (or similar) for reports and tablets (for using Tapestry online learning journal)	AF/I/T	E
Ability to use initiative, be proactive and influence good practice though leading by example	AF/I	E
A caring attitude and a friendly, flexible approach	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



Contact Us



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



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



Medeborune Close, Blackheath, London, SE3 9AB



info@brooklands-maritime.org



020 8852 8210



Please apply online via
the link below



<https://mynewterm.com/jobs/143210/EDV-2026-BPS-40167>



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



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



Telephone: 020 8858 0394

Email: info@maritimeacademytrust.org

Recruitment: recruitment@matoffice.org