



# Timbercroft Primary School

## Candidate Information Pack



Maritime  
Academy  
Trust



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Dear Applicant

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

We are a two form entry school from Nursery to Year 6 (3 - 11 year olds), which each phase based in one of four buildings on a large site in a residential area in Plumstead. Our intake is diverse with over 36 languages being spoken and a wide range of educational needs catered for.

We believe learning should be exciting - our ultimate aim is to provide a highly enjoyable, enhanced curriculum which not only incorporates the National Curriculum but the needs, thoughts and ideas of every learner in our school. Our revised curriculum ensures that all of our pupils are motivated, engaged and enthused about every learning experience, inspiring them to become lifelong learners and develops their cultural capital for the world in which we all live. The design of the curriculum takes into account the needs of all pupils, values their diversity and allows them to make excellent progress within their learning. Children work towards an exciting exit point which we call our 'Big Outcomes' where they can share their learning with parents and friends of the school. Big outcomes encourage entrepreneurial skills, giving children an opportunity to apply their knowledge and understanding, contextualising their learning.

The children and adults at Timbercroft have high expectations of behaviour and as a community we all work together to ensure that the school environment is positive and safe for all. We are an IQM Centre of Excellence and Flagship School for Inclusion and we are very proud of our wonderful friendly caring committed staff and children. At the core of our ethos is the belief that all children have the right to quality first teaching as part of a broad and balanced curriculum.

We hope that you find the information in this candidate pack useful and we urge you to look on our website ([www.timbercroft.greenwich.sch.uk](http://www.timbercroft.greenwich.sch.uk)) 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 office – [info@timbercroft-maritime.org](mailto:info@timbercroft-maritime.org) or on 020 8854 6915.

We look forward to receiving your application.



Miss Angela Cartwright  
Head of School

# Welcome to Timbercroft

Rated 'Good' by Ofsted, Timbercroft, part of the Maritime Academy Trust, is a Flagship School for Inclusion and is known for its warm welcoming happy staff, a curriculum that celebrates diversity, sensory rooms and garden, WOW days to start learning (irresistible learning with a wow factor) and BIG outcomes to showcase outcomes of learning.

## Timbercroft Vision and Values

### Vision & Values

For all children to be able to access education successfully with the key skills needed to be ready for the next stage of their education.

For the children to thrive in an inclusive community developing the values of:

- tolerance and respect for all
- social and personal responsibility.

For all children to leave Timbercroft confident and with personal aspirations and life skills for THEIR future, taught through our Golden Rules.



### Cultural Values

As a community we foster:

- A shared commitment to high expectations
- A culture of continuous improvement
- Professional respect, trust and collaboration
- Equity and inclusion





# Timbercroft Photo Gallery



# What the Parents say about Timbercroft Primary School

“

Once your child becomes part of Timbercroft they become part of a family. Every child matters, every need is met and as a team no problem is left unsolved. Timbercroft is a happy and safe place to be.

”

“

My son goes to this school. It is a wonderful little school where the ethos is about the children. Very community spirited. Certainly recommend it for your little ones.

”

“

I like Timbercroft school for my sons because the school has a great support system when it comes to extra support for children who need more help with their learning. I have had great help from teachers and the SENCO for speech and language and my sons are happy being at Timbercroft. It shows that Timbercroft staff have helped because of their progression and how their learning has improved each and every time. Good job Timbercroft School!

”





# 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 & 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 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 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. All posts are subject to a satisfactory enhanced DBS check.

**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.

A copy of our statement policy of recruitment of ex-offenders can be **found here**.

## Privacy

A privacy notice for 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

<b>Job Title:</b>	Site Supervisor
<b>Grade:</b>	Scale 3
<b>School/Team:</b>	Timbercroft Primary School
<b>Reporting To:</b>	Regional Estates Manager
<b>Direct Reports:</b>	None
<b>Hours:</b>	8 hours per week

## Purpose of Job:

To support the schools with premises related functions, including buildings and grounds maintenance, security, lettings, cleaning and liaising with contractors.

To ensure that the schools give a positive first impression to all users of the sites and that pupils, staff, visitors and contractors can work effectively and safely. Also working with the Regional Estates 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 Regional Estates 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 Regional Estates 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.



# Job Description

## **Security:**

Opening and closing of the academy daily at agreed times with the Regional Estates 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.

## **Health and Safety:**

Act upon any health and safety concerns including the removal of unsafe equipment and report this to the Regional Estates 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 Regional Estates 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 the 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.

Undertake general handyperson 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 Regional Estates 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.

Report any safeguarding concerns to the Designated Safeguarding Lead following the Trust's procedures.

Support other schools within the MAT in discussion with the Head Teacher.

To undertake any other duties as directed by the Regional Estates Manager / Senior Leadership Team.

## **Additional:**

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

<b>Job Title:</b>	Site Supervisor
<b>Grade:</b>	Greenwich Scale 3
<b>Academy/Team:</b>	The post holder will be required to move between multiple sites

**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
<b>Knowledge &amp; Experience</b>		
Experience of working in a similar role in a busy environment, working across multiple sites.	AF/I	E
Manual Handling experience, with an understanding of good practice principles.	AF/I	E
Knowledge and understanding of Safety awareness.	AF/I	E
Understanding of how to dynamically risk assess jobs and make use of PPE where appropriate.	AF/I	E
Experience of Fire Safety training / marshalling.	AF/I	D
IT Literate	AF/I	E
<b>Skills and Abilities</b>		
Excellent interpersonal skills, with the ability to communicate effectively at all levels.	AF/I	E
Proven ability to effectively plan, prioritise and organise work to achieve objectives on time.	AF/I	E
	AF/I	E



# Person Specification

Ability to work proactively and use initiative to resolve day-to-day problems.	AF/I	E
An enthusiastic and flexible approach to work.	AF/I	E
A strong team-player with the ability to work individually.		
<b>General</b>		
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



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



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



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020 8854 6915





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the link below



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