



Maritime
Academy
Trust

HR School Partner Candidate Information Pack

Introduction

Maritime has been an adventure from day one. We are proud of how far we have come, but more than that, we are excited about where we are going.

We are passionate about breaking barriers for children and helping them realise they are capable of incredible things. We expect the same of ourselves -- thinking outside the box and achieving creativity through problem-solving. We are relentlessly focused on building a brilliant organisation to help build a solid start in life for every single one of our pupils.



Tiffany Beck, Chair of Trustees

This is an exciting time to join Maritime Academy Trust as we stand at a pivotal moment in our journey. Building on a recent period of growth, we are energised to refine and revitalise our vision and goals for the future.

Our Big Hairy Audacious Goal is to positively disrupt education so that every child has an excellent start in life. Achieving this requires fresh thinking, bold ideas, and a relentless drive to make a real difference for children and families.

At Maritime, we're not just about results – we're about people. We pride ourselves on being a friendly and supportive employer where fun and not taking ourselves too seriously are key to our culture. If you share our ambition and our values, we would love to welcome you to our team.



Nick Osborne, Chief Executive Officer

Background

Maritime Academy Trust began as a partnership of three schools in Greenwich. The impact of our partnership work was striking – our schools transformed through targeted collaboration, innovative ideas and an entrepreneurial curriculum, firmly embedded in knowledge, that builds leadership and life skills into children. To secure this collaboration for the future, we created Maritime in 2016. Since then, our Trust has grown in strength, capacity and expertise.

We now serve 4000 pupils and 700 staff in thirteen schools across Greenwich, Bexley, Kent and Medway. We support the development of our schools in all aspects of education, finance, HR, IT, estates, operations and governance.

Our role as a Trust is to ensure meaningful collaboration drives improvement, innovation and efficiencies across the schools, enabling headteachers to focus on teaching and learning so every pupil can thrive.



Maritime Mindset

We created Maritime around an idea - that education should be meaningful, that children should love learning, and that everyone who works with us should feel they make an impact. We believe in preparing children for a future we can't even imagine yet - through the life skills in a knowledge-rich, entrepreneurial curriculum: critical thinking, collaboration, creativity, character, citizenship, and communication.

Our Big Hairy Audacious Goal (BHAG)* is "To positively disrupt education to ensure all children get an excellent start in life." We believe every child deserves the opportunity to succeed and reach their full potential, and we are committed to doing everything we can to make that happen.

To achieve this goal, we have identified five strategic areas that will help us make a positive impact. They are:

First Class Professional Development for All Staff: We believe the quality of education a child receives is directly linked to the quality of the staff who teach them. That's why we are committed to providing ongoing professional development for all our staff, to ensure they have the skills, knowledge and support they need to provide the best possible education to our pupils.

Education Beyond 9am to 3pm: We recognise education doesn't end when the school bell rings. That's why we are committed to providing a range of extra-curricular activities and programmes which allow pupils to continue learning and growing outside of the traditional school day.

Working with Our Communities: We believe education is a community effort and that it takes the involvement and support of parents, guardians and wider community members to give children the best start in life. That's why we are committed to working closely with our communities to provide resources and support to help them better understand and support their children's education.

Partnerships with External Organisations: We know we can't do it alone and that's why we are committed to partnering with a range of external organisations and experts to bring new ideas, resources, expertise and opportunities to our schools.

Educational Excellence: Above all, we are committed to educational excellence. We believe every child has the potential to achieve greatness, and we are dedicated to providing the best possible education to help them reach their full potential.

We are excited to work towards our BHAG and make a positive impact on the lives of children everywhere.

*Note: BHAG is a real term (not one we've made up!) which comes from Jim Collins' management book Built to Last.

Our Academies

Our academies are located across London and the South East.



Barnsole Primary School



Bligh Infant & Junior School



Brooklands Primary School



Danecourt School



Ebbsfleet Green Primary School



Featherby Infant & Junior School



Greenacres Primary School



Hook Lane Primary School



Millennium Primary School



Nightingale Primary School



Timbercroft Primary School

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. 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

Add short 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

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 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 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

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

All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means you must declare all convictions,

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

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 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 2023 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 policy on the recruitment of ex-offenders can be [found here](#)

A copy of the Maritime safeguarding policy is [available 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](#)

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: | HR Schools Partner |
| Grade: | Medway C2 (12 - 25) |
| School/Team: | HR Services - Central Team |
| Reporting To: | HR Operations Manager |
| Direct Reports: | None |

Purpose of Job:

To provide high quality HR support to a designated allocation of schools and to the wider HR team. Acting as the first point of contact providing a proactive and customer-focused HR service to the Trust, its Schools and external partners.

Main Responsibilities:

- Act as first point of contact for HR related queries, providing routine advice to a designated allocation of schools within the Trust.
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- Support a designated group of schools with Employee Relations casework, including absence management and disciplinaries.
- Preparation and issue of offer letters, contracts of employments, contractual variations and leavers, in line with the HR SLA and agreed procedures.
- Conducting all statutory pre-employment checks for employed staff, Local Academy Councillors and volunteers, including, but not limited to, DBS checks, references, overseas checks and medical clearance checks.
- Inputting data onto and maintaining the Trust SCR Tracker, ensuring compliance with Keeping Children Safe in Education statutory guidance.
- Creating and maintaining electronic files for employees.

Job Description

- Preparation of monthly reports for schools to support the management of consistent and effective induction and absence.
- In conjunction with Headteachers, support the monitoring of staff absence, analysing trigger reports and providing support during informal and formal absence review meetings.
- Provide general support to the HR Director and Operations Manager, including, but not limited to, the School Workforce Census, Benefit Schemes, Wellbeing, Payroll and Pensions.

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.

Person Specification

| | |
|---------------|----------------------------|
| Job Title: | HR School Partner |
| Grade: | Medway C2 (12 - 25) |
| Academy/Team: | Central Services - HR Team |

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 | | |
| Good level of general education | AF | E |
| Relevant qualification in HR Administration / CIPD | AF/I | D |
| Experience of supporting Employee Relations casework, e.g., absence management and disciplinaries. | AF/I | E |
| Experience of providing HR administrative support | AF/I | E |
| Experience of pre-employment onboarding processes | AF | D |
| Skills and Abilities | | |
| Proven IT skills to include Word, PowerPoint, Excel | AF/I | E |
| Ability to quickly develop and maintain positive professional relationships with a wide range of people | AF/I | E |
| Proven excellent organisational and time management skills and the ability to manage conflicting demands with pace and urgency. | AF/I | E |
| Excellent attention to detail and accuracy | AF/I | E |
| General | | |
| Commitment to the highest standards of child protection and safeguarding. | AF/I | E |

Person specification

| | | |
|--|------|---|
| 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 |





How to
Apply:

Please apply online on the link below



<https://mynewterm.com/jobs/16311/EDV-2026-MAT-50034>

Further
Information:

Please visit the [Maritime Academy Trust website](#)

The 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 enhanced DBS check. A copy of our policy regarding the recruitment of ex offenders can be [found here](#)

Our safeguarding policy can be found on our website :

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



Contact Us



@MaritimeMAT



@MaritimeAcademyTrust



https://mynewterm.com/sch_profile_trust



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