

# Nightingale Primary School

Candidate Information Pack



Maritime  
Academy  
Trust



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A young boy with dark hair, wearing a yellow superhero costume with a red and white collar, is sitting on a blue slide. He is smiling and looking towards the camera. The background shows green foliage and a blue sky.

Dear Applicant

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

Nightingale Primary School is a community primary school providing an education for both boys and girls from the ages of 3 - 11. Our aim is to provide all children with the best opportunities to prepare them for their future. We have high expectations of behaviour and learning and support all to do their very best. Our staff are highly skilled professionals who are passionate about providing exciting learning experiences for all.

We provide children with a broad and balanced curriculum that combines excellent teaching with enjoyment in learning. We enrich the curriculum with visits and visitors and a wide selection of activities, encouraging pupils to develop their creative and sporting activities as well as their academic abilities. We expect our children to be active partners in their learning, making sure they follow the advice provided by adults and challenge themselves to achieve. At the core of the learning process is making sure all children leave us being literate and numerate. Our focus is to develop children who love to learn and are curious about the world around them.

I hope that you find this candidate pack useful and I urge you to look on our website 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@nightingale-maritime.org](mailto:info@nightingale-maritime.org) or T: 020 8854 6838

I look forward to receiving your application.

Kind regards

Omar Jennings  
Headteacher

# Welcome to Nightingale

We are a community primary school providing an education for both boys and girls from the ages of 3 - 11. Our aim is to provide all children with the best opportunities to prepare them for their future. We have high expectations of behaviour and learning and support all to do their very best.

Our staff are highly skilled professionals who are passionate about providing exciting learning experiences for all. We are proud of the inclusive ethos of our school, welcoming families of all cultural and religious background. We welcome all children regardless of their ability, language or need.

## Nightingale Mission

We work as an inclusive community where children and adults achieve their full potential.

## Our School Motto

Unlocking the full potential in everyone.

## Nightingale Values



Our values are embedded in all that we do. They are the thread that holds us together. We are proud of our inclusive ethos. All children are provided with excellent learning opportunities and experiences to engage them. All at Nightingale have one goal; to ensure that all children enjoy their learning and make the best progress possible.

# Our Aims

Our goal is simple; it is to ensure that all children reach their full potential and develop their areas of interest and talent. At Nightingale, we aim:

- To support each child to become a positive role model and an excellent student
- To provide all children with a broad and balanced curriculum that promotes and celebrates our differences
- To create and maintain an environment where children and adults are able to learn, feel safe and cared for
- To welcome and encourage participation from families and other members of the community
- to realise their potential through active involvement in their own learning
- To be a centre of support where all members of the school community feel valued, secure and confident

We seek to achieve our aims by:

- Providing teaching that is of the highest quality
- Providing learners with feedback that enables them to make greater progress
- Providing all with a rich and varied curriculum
- Welcoming and encouraging participation from all school stakeholders to support us in our continued drive to raise standards
- Providing an environment where children's safety and welfare are paramount
- Maintaining an inclusive setting where all make progress, feel safe and are valued
- Constantly striving to improve to ensure that our setting reflects the highest standards in education

Pupils will work towards these aims by:

- Working hard to achieve our best in all aspects of school life
- Having pride in our learning and showing it in assemblies
- Making a positive contribution to the life of the school
- Believing in ourselves and learning about each other
- Showing respect for each other, for adults in the school and for the environment
- Treating others how we would like to be treated



# Our Aims

Staff will work towards these aims by:

- Creating a stimulating, well organised and high-quality environment that enhances teaching and learning, and motivates pupils
- Planning and implementing the full range of national curriculum subjects (including Religious Education) and the Early Learning Goals
- Planning thoroughly to match learning to pupils needs and to extend and challenge them using regular assessment of pupil progress to establish pupils current achievements, and set targets for future development
- Having high expectations of oneself as a teacher and being committed to one's own professional development
- Being sensitive and aware of pupils' cultures, religions and backgrounds
- Welcoming parents to work in partnership with the school
- Listening to the views and opinions of pupils

Parents will work towards these aims by:

- Supporting the ethos and aims of Nightingale Primary School
- Sharing responsibility for the learning of their children
- Helping their children to understand school rules and their responsibility within them
- Ensuring good punctuality and attendance of their children
- Attending parent evenings and other functions
- Support children with their homework
- Being respectful to staff pupils and parents
- Engaging in the life of the school

Governors will work towards these aims by:

- Working in partnership with staff, pupils and their parents to decide upon and support the aims and values of the school
- Supporting initiatives that ensure our pupils reach their full potential
- Work alongside staff in a supportive manner
- Engaging in the life of the school
- Take responsibility for one's own development and training as a governor
- Carrying out monitoring and support roles where appropriate
- Welcoming parents to work in partnership with the 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 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 this 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. Our Recruitment of Ex-offenders Policy Statement can be **found here**

**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

## 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

Job Title:	Senior Midday Meals Supervisor
Grade:	Greenwich scale 2 (3 - 4)
School/Team:	Nightingale Primary School
Reporting To:	Headteacher
Direct Reports:	Midday Meals Supervisors

## Purpose of the Role

To provide effective property management, site security, and maintenance services for the school. This includes planning, coordinating, and implementing inspection, repair, and maintenance routines for the building and grounds. The role also involves managing the premises team, liaising with contractors, and ensuring the school site is safe, secure, clean, and fit for purpose in line with Health and Safety requirements.

## Key Responsibilities

### 1. Site & Building Maintenance

- Ensure the day-to-day maintenance and cleanliness of the school site and buildings.
- Coordinate repairs and small maintenance works, acting as project lead where appropriate.
- Maintain the internal and external fabric of the school to a high standard.
- Supervise site contractors, ensuring compliance with Health & Safety and safeguarding policies.
- Advise the Headteacher on site improvements, and maintain a rolling programme of decoration/refurbishment.
- Maintain all mechanical systems (heating, lighting, ventilation) and liaise with service providers for routine inspections and urgent repairs

### 2. Health & Safety

- Take lead responsibility for all site-related Health & Safety compliance.
- Conduct and record routine H&S checks, including water hygiene, asbestos monitoring, fire safety equipment, and emergency exits.
- Maintain the school's annual building and fire risk assessment schedules.
- Ensure compliance with legislation and Trust policies, keeping accurate records of inspections and actions.
- Organise annual inspections of playground equipment and implement follow-up works as needed.
- Liaise with emergency services in case of incidents and manage responses appropriately.

### 3. Security

- Act as the principal Key Holder for the site, ensuring the site is opened and secured daily, including during lettings or out-of-hours events.
- Attend call-outs and manage alarm systems, ensuring all security measures (doors, windows, fire escapes, fencing) are functional and compliant.
- Monitor the school site daily for signs of damage, trespass, or vandalism, reporting serious issues to the Headteacher and/or police.

# Job Description

Job Title:	Senior Midday Meals Supervisor
Grade:	Greenwich scale 2
School/Team:	Nightingale Primary School
Reporting To:	Headteacher
Direct Reports:	Midday Meals Supervisors

## Purpose of Job:

The Senior Midday Meals Supervisor will deploy the Midday Supervisors as efficiently as possible, so that all pupils have a pleasant and sociable lunch time. The Senior Midday Meals Supervisor will be responsible for the effective supervision of the school's pupils in and about the premises and site(s) of the school during the midday break. The Senior Midday Meals Supervisor will lead and be responsible for a team of Midday Meals Supervisors.

## Specific Responsibilities:

- Receiving direction and guidance from the Head Teacher on the supervisory and welfare needs of pupils and applying these in accordance with the particular needs of the school during the midday break.
- Allocating instructions and duties to Midday Supervisors for their work and organising and having oversight of their duties.
- Assisting where necessary in ensuring that persons on the premises, who are not pupils, are authorised and appropriately dealt with in accordance with guidance issued by the Council from time to time.
- Exercising general responsibility for the behaviour of children during the midday break.
- Ensuring that Health & Safety practices and procedures affecting pupils are maintained during the midday break.
- Dealing with any cases of unruly or unsocial behaviour by pupils, whether encountered personally or referred by Midday Supervisors.
- Liaising with the kitchen manager in relation to the service of the school meal and giving support to the Council's policies on meal provision.
- Ensure that first aid is provided in the case of an accident or illness and that any accident is recorded in the accident book.
- Reorganise during absences, in order to maintain appropriate supervision ratios

## 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:	Senior Midday Meals Supervisor
Grade:	Greenwich Scale 2 (3-4)
Academy/Team:	Nightingale 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
<b>Knowledge &amp; Experience</b>		
Understanding the importance of the school meal, and the midday break, being a social and educational occasion.	AF/I	E
<b>Skills and Abilities</b>		
Ability to display confidence in leading and motivating the midday meals supervisors.	AF/I	E
Ability to understand and apply instructions in respect of the supervision and control of pupils during the midday break.	AF/I	E
Ability to relate and be a good role model to pupils, dealing with them patiently, firmly and with a good humoured manner.	AF/I	E
Ability to relate both to support staff and teaching staff at the school and to work cooperatively with other people as part of a team.	AF/I	E
Ability to judge when advice/assistance is needed to meet pupils needs and to react calmly and quickly in any emergency.	AF/I	E

# Person Specification

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



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



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



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020 8854 6838



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Below



<https://mynewterm.com/jobs/145215/EDV-2026-NPS-38728>



@MaritimeAcademyTrust



[@MaritimeMAT](#)



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