



**Danecourt**  
School

# Danecourt School

## 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 Danecourt School.

Danecourt is an ambitious school for children aged 4-11 years with severe and complex needs. Many of the children have a diagnosis Autistic Spectrum Disorder (ASD). Some have Severe Learning Difficulties (SLD) and in addition, some children may also have speech, language and communication needs, physical difficulties, multi-sensory impairments. All the children attending Danecourt have an Education, Health and Care Plan (EHCP).

There are currently 186 children attending the school, however in September 2021 we are opening two satellite provisions at local mainstream schools within the Trust, that will enable us to offer a further 48 special school places.

Danecourt was judged to be good in all areas, except EYFS, which was judged as being outstanding by Ofsted in June 2019. <https://reports.ofsted.gov.uk/provider/25/142266>

Danecourt is incredibly lucky to have highly skilled and caring staff, supportive parents/carers and committed Governors on the Local Academy Council. We have an excellent local reputation and offer a supportive and nurturing work environment led by a dedicated and dynamic senior leadership team.

The school is located just off the A2 in Gillingham. It has excellent transport routes and is located on a main bus route as well as being approximately 2 miles away from Rainham and Gillingham train stations.

In September 2020, Danecourt became part of the Maritime Academy Trust. Maritime consists of 12 primary schools across Kent and the London. It is the Maritime's mission "to empower schools with the means to drive greater and more enjoyable outcomes for children".

I hope that you find this candidate pack useful and I urge you to look on our website ([www.danecourt.com](http://www.danecourt.com)) 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@danecourt-maritime.org](mailto:info@danecourt-maritime.org) or 01634 232589.

I look forward to receiving your application.



Cathryn Falconer  
Headteacher

# Welcome to Danecourt

At Danecourt our mission is to provide all children with a “stimulating learning environment where every individual is valued, respected, safe and successful”.

The dedicated, enthusiastic and highly trained staff teams maintain high expectations of what each individual child is able to achieve, striving to ensure that they all achieve their maximum potential; celebrating difference and encouraging curiosity and creativity. All children receive a personalised curriculum tailored to meet their specific needs.

Staff work collaboratively with families and a range of other agencies in order to meet the children's needs and as a result, they make strong progress academically, emotionally and socially. The children's achievements are hugely valued and celebrated in a manner that is meaningful and appropriate for each pupil.

## Danecourt Values

### Valued

- We believe every individual is unique and special
- We foster a sense of self-esteem and self-worth
- We believe every child is entitled to outstanding care and education
- We support our children in the development of their communication, social and self-help skills
- We provide child-centred curriculum which encourages creativity and independence.

### Respected

- We respect the rights and needs of every child and adult
- We believe every child has the right to be heard
- We believe that an outstanding learning environment stems from committed and compassionate staff, who work as a team to support all children
- We aim, through first hand experiences, to develop in our children a love of learning, a pride in their work and respect for their surroundings
- We support our children in developing appropriate relationships with others at home and at school

### Safe

- We believe every child has the right to feel safe from harm, to be protected, cared for, and loved
- We provide a happy, secure and safe environment for our children where they feel a sense of belonging
- We ensure the well-being of every child by securing the best possible social, educational health and care outcomes
- We teach and expect high standards of behaviour from all children
- We believe happy and contented children will be ready and motivated to learn

### Successful

- We recognise, praise and reward every achievement however small the step
- We believe that children succeed best when teachers have high expectations and inspire learning
- We provide a wide range of opportunities in order to maximise social and academic success
- We encourage aspiration so that all members of our school community can seek to develop their full potential
- We want our children to be happy, confident young people who will contribute to their community



# Danecourt Photo Gallery



# What the children say about Danecourt

"I like my teachers  
because when I find  
something hard they  
help me"

Amelia

"I like the  
teachers and  
learning too. I like  
everything"

Bobby

"Maths is good  
because I like  
counting and  
numbers"

Hayden

"I like playing with  
my friends"

Lexie



# What the children say about Danecourt

“My favourite thing about school is school!”

Kenny



“I like learning about maths and counting”

Olivia



“I like learning about dinosaurs.  
We made dinosaur fossils”

Dylan





# 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, gaps in employment history and 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 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

## Online Checks

In line with KCSIE 2022 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 on the recruitment of 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 our recruitment of ex-offenders policy 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 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

## ADMIN ASSISTANT JOB DESCRIPTION

Job Title:	Admin Assistant
Reporting to:	Office Manager
Responsible for:	Administration Team
Salary Range:	D2 - 4-11
Contract Type:	Permanent
Hours of work:	37 hours a week pro rata (39 weeks term time)

### *Purpose of Job:*

To provide administrative and organisational services to the school under the management and guidance of senior staff.

### *Key duties and responsibilities:*

- Ensure effective communication with parents. This will include the writing of newsletters, updating the school website and posting on social media, updating the school calendar, publicising of school events, etc.
- Provide an efficient and professional reception service - greeting visitors, staff and pupils and ensure they sign in / out in accordance with school procedures.
- Answer enquiries received in person / by phone or via emails – responding to queries, relaying messages and acting on instructions as needed and referring on [where appropriate](#).
- Prepare and distribute routine home / school correspondence through the use of the email and texting system.
- Support the day-to-day clerical and administrative functions of the school including clerical processes, word processing, IT based tasks requiring knowledge of various ICT pack
- Provide administrative and organisational services to the school.
- Undertake a range of administrative tasks to support the efficient operation of the school – including word processing / data entry / filing
- Act as a point of contact for the school:
  - Investigating queries, assessing the nature of telephone calls, referring them to the appropriate person without referral to the line manager where possible
  - Receiving visitors in a courteous, prompt and efficient manner,
  - Ensure that staff, service users and members of the public who contact the school are dealt with efficiently and consistently.
  - Providing a contact within the school, promoting a highly professional and positive image, defusing any conflict situations whilst maintaining a calm approach.
- Arrange and coordinate appointments and meetings on behalf of the Head teacher and other senior members of staff, organising venues and equipment, dealing with relevant documents and taking meeting notes as required.
- First point of contact for sick pupils, liaise with parents / carers/staff.

# Job Description

- To advise and assist parents/carers to maintain regular school attendance.
- Communicate clearly to parents/carers the attendance procedures and expectations of the school.
- Monitoring and tracking of whole school attendance and punctuality, sending out attendance letters where appropriate.
- Produce termly attendance reports for Headteacher and Governors.
- Monitoring and ensuring correct Attendance Codes are entered in Class Registers and Bromcom.
- Assist with arrangements for school visits and events.
- Develop and maintain manual and computerised records and management information systems.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure visitor checks and health and safety processes are in place to monitor entry in and out of the building.
- Assist with producing marketing and promotion material for the school.
- Participate in training, performance development and other learning activities as required.



# Person Specification

Person Specification	Administration Assistant
<b>Qualifications/ Experience</b>	<ul style="list-style-type: none"> <li>• Ideally NVQ Level 2 or equivalent</li> <li>• Ideally previous experience of working in a school office or in front of house environment</li> <li>• Knowledge or experience of the operation of administrative systems would be an advantage</li> </ul>
<b>Skills and Abilities</b>	<p>The post holder should possess the following skills and abilities:</p> <ul style="list-style-type: none"> <li>• Excellent front of house interpersonal skills</li> <li>• Excellent communication skills, both verbal and written for dealing with a range of individuals</li> <li>• Good literacy and numeracy skills.</li> <li>• Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Microsoft packages.</li> <li>• Excellent organisational and administrative skills.</li> <li>• Ability to develop and maintain effective computerised and manual filing systems.</li> <li>• Ability to organise and prioritise workload to achieve deadlines.</li> <li>• Ability to investigate complex queries and anomalies when required.</li> <li>• Ability to take accurate notes and minutes of meetings.</li> <li>• Ability to take a proactive approach and use initiative in tracking action points from meetings and correspondence, in liaison with the managers concerned.</li> <li>• Coordination skills when arranging meetings and appointments.</li> <li>• Commitment to equalities and the promotion of diversity in all aspects of working.</li> </ul>
<b>Knowledge</b>	<p>The post holder should possess the following knowledge:</p> <ul style="list-style-type: none"> <li>• Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.</li> <li>• Knowledge of the School's Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol.</li> <li>• Knowledge of a range of IT systems.</li> <li>• Knowledge of computerised and manual filing systems.</li> <li>• Awareness of Data Protection and confidentiality issues.</li> <li>• Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety.</li> </ul>

# Person Specification

<b>Personal Qualities</b>	<p>The post holder should possess the following personal qualities:</p> <ul style="list-style-type: none"><li>• A flexible approach.</li><li>• Ability to build and sustain effective working relationships</li><li>• Ability to demonstrate enthusiasm and sensitivity while working with others</li><li>• Ability to make considered decisions</li><li>• Be encouraging and supportive in the development of others</li><li>• Be emotionally self-aware</li><li>• Conflict management</li><li>• Demonstrate a high level of integrity, honesty, and fairness</li><li>• Have high personal aspirations and inspire the same in all members of the school community</li><li>• Humour, warmth, and energy</li><li>• Empathy with students</li><li>• Organisational awareness/service orientation</li><li>• Readiness to reflect on, evaluate and improve practice</li></ul>
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## Contact Us



[@DanecourtSchool](#)



[@Danecourt-School](#)



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01634 232 589





## Maritime Academy Trust



@MaritimeMAT



@MaritimeAcademyTrust



[www.tes.com/jobs/employer/maritime-academy-trust-1162586](http://www.tes.com/jobs/employer/maritime-academy-trust-1162586)



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