



Maritime  
Academy  
Trust

# Recruitment Pack

Role: Maritime Estates Manager

Date: January 2022

# 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.

This is an excellent time to join us at Maritime as we are at a key juncture in our journey. We are using a recent period of growth as an opportunity to reinvigorate our vision and goals for the future, a process currently underway. We know from this crazy Covid period we have to think differently. We need to reimagine what education can look like for our children and families and we need the determination and drive to get us there.



Tiffany Beck, Chair of Trustees



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. This is how they'll be able to adapt in an ever-changing world. Children celebrate their learning through their Big Outcomes.

We work together across our Trust through our Maritime Behaviours which frame our approach to every day, every opportunity and every challenge: collaboration, adaptability, supportiveness & trust, humour & positivity, humility & honesty, and creativity & innovation.

Each of our schools is different, but they do share three main things:

- A belief in a curriculum that is engaging for children and challenges them to develop skills as well as knowledge.
- An expectation of outstanding behaviour in school so children feel safe and are in an environment which helps them learn to the best of their ability.
- A strong belief in collaboration, looking to learn from each other and also willing to support others when they are in need.



# 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



# 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



# Job Description

<b>Job title</b>	Maritime Estates Manager
<b>Grade</b>	PO2 point 32- 42 £35,745 - £45,859 depending on experience
<b>Team</b>	Estates
<b>Reporting to</b>	Chief Operating Officer
<b>Direct reports</b>	2 Regional Estates Managers (with the potential for this to grow)

## Overview

To provide the Trust and its schools with effective estates leadership and management. The focus of the role will be on ensuring that Maritime's estate is well managed, with safe environments in each school and full compliance with Health and Safety legislation. The post holder will work closely with the Chief Operating Officer, the Maritime finance team, each of our Headteachers and premises staff in schools.

## Job Purpose

- Provide strategic leadership for all aspects of estates management in support of the Maritime vision and our Head Teachers' priorities
- Lead the development of the estates team in our schools towards an increasingly centralised model
- Be the lead professional for Health and Safety management
- Manage the cleaning contracts across our schools
- Lead the management and implementation of the School Capital Allocation funding (SCA)
- Drive Maritime's work towards our Net Zero target

## Main responsibilities

### Strategic Leadership

- Develop and implement key policies to ensure compliance with H&S legislation
- Create an asset management plan for our schools, based on our recent condition reports and using our SCA funding
- Review the Maritime strategic capital plan to ensure this is fit for purpose

- Develop a 10 year capital projects plan
- Continue to challenge how resources are used to ensure we are achieving best value
- Identify key risks and actively manage these accordingly
- Work collaboratively with our finance teams and the site teams to ensure strong, effective working relationships
- Across the estates portfolio look for opportunities to drive efficiency, consistency and cost reductions
- Create a plan for Maritime's work on driving towards Net Zero

## **Operational Management**

### *Management*

- Line manage the two Regional Estates Managers (and possibly more to be appointed in future). They in turn manage site supervisors in our schools in Medway.
- Lead the wider estates team through regular meetings, training opportunities and on site support to ensure all schools are compliant, well maintained and look neat and tidy
- Support Head Teachers to create their own capital budgets with their devolved capital funding and in line managing their site teams (where not centralised)
- Continue to progress the creation of a centralised Maritime Estates team, including supporting any staff changes required.

### *Compliance*

- Lead on H&S for the Trust to build a culture where all staff take responsibility for the H&S of all in Maritime
- Ensure all schools are keeping up to date in demonstrating compliance with our H&S requirements
- Lead on ensuring we have the right platforms to track compliance (currently use iAM)

### *Contracts*

- Oversee the cleaning contracts across our schools to ensure they are delivering best value and as per the contract
- Review the grounds maintenance contracts across the schools to determine if there is scope for efficiency
- Manage & consolidate any premises contract services that can be MAT wide where saving and/or better quality can be achieved
- Update the Maritime approved contractors list and lead on wider work to continue to drive best value from our contracts



*Project management*

- Oversee any large capital projects funded by the SCA and support the estates team with the project management of smaller projects

*Other*

- Provide reports to the COO, CEO and Trust Board as required
- Analyse and evaluate energy performance across the estate to identify opportunities for improvement.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post. The job holder will be expected to travel between schools regularly and hold a full driving licence as well as the appropriate DBS checks.

## Person specification

E- Essential

D- Desirable



	E	D
<b>Qualifications and training</b>		
Professional qualification in relevant discipline	✓	
5 GCSEs (including Maths and English at Grade C or above)		✓
Evidence of ongoing CPD	✓	
Health and Safety qualification	✓	
Project management qualification		✓
<b>Experience</b>		
Experience of staff leadership and effective management in a multi-site team		✓
Experience of managing building projects	✓	
Experience of managing procurement projects	✓	
Sound knowledge of H&S legislation	✓	
Experience of planned preventative maintenance programmes	✓	
Experience of working in the education sector		✓
Financial management and budget monitoring	✓	
<b>Knowledge and Skills</b>		
In depth understanding of how site facilities teams operate	✓	
In depth understanding of site safety and security	✓	
High level of understanding of compliance and maintenance issues	✓	
Ability to work effectively and collaboratively with a range of Maritime staff	✓	
Ability to understand the Academy Trust context from high level strategy to compliance requirements	✓	
The ability to manage and develop staff	✓	
Ability to communicate at all levels orally and in writing e.g. reports	✓	

## Person specification

Project management skills	✓	
Time management skills	✓	
Excellent IT skills across a range of software packages	✓	
<b>Attributes</b>		
Operate with the highest set of personal standards and integrity	✓	
Willing to work flexibly	✓	
Willing to undertake training and continue to build the skills required	✓	
Full driving licence, willingness to travel across all Maritime sites, and appropriate DBS checks	✓	



How to  
Apply:

Please apply online via TES using the online application form.

Application  
Deadline:

Interviews:

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 .

Our safeguarding policy can be found on our website :

[https://www.maritimeacademytrust.org/docs/policies/Maritime\\_Child\\_Protection\\_and\\_Safeguarding\\_Policy\\_2021-2022.pdf](https://www.maritimeacademytrust.org/docs/policies/Maritime_Child_Protection_and_Safeguarding_Policy_2021-2022.pdf)



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