



REF NO: POL03

Logistics Coordinator

**Grade G, 37 hours per week, 46.255 paid weeks
(Term Time + 12 additional days across the year)**

Closing Date | 9.00am Thursday 23rd September 2021

Headteacher | Mark Everett

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST





Job Description



Main Purpose of the Job

To take a lead role in the daily running of the school, overseeing the school calendar and providing a professional and proactive service to staff, students and other external parties in the logistical planning of school events and initiatives. To organise the daily cover for absent staff, including the booking of external agency staff, as required.

Main Duties and Responsibilities

▼ Daily Operations and School Calendar

- To maintain the whole school calendar, liaising with the Senior Leadership team for approval of calendar events and coordinating the organisation of upcoming events, to include, but not limited to: Parents' Evenings, Open Day and Evening, Welcome Days, Celebration Evenings, Immunisation Days, Staff Recruitment Interviews, Staff Induction.
- To implement effective procedures for the organisation of events and send reminders to staff for the completion of required tasks to ensure efficient operations.
- To complete required administrative tasks for events, e.g. letters to parents, student consents, the set-up and monitoring of the booking system for parents' evenings.
- To produce timetables and schedules, including the coordination of staffing and room requirements, scheduling cover and room changes as required.
- To organise hospitality and catering as appropriate.
- To review and feedback on the success and effectiveness of events, making recommendations to the Senior Leadership team for future improvements.
- To oversee the school transport provision, liaising with the local authority, maintaining accurate records in school and dealing with any issues or queries as they arise.
- To support with the coordination of educational visits - to include the booking of venues and transport, communication to parents, and liaising with trip leaders to ensure that all required consent forms and risk assessments have been completed to enable trips to proceed.
- To undertake any other administrative functions, as required to support daily operations.

▼ Cover for Staff Absence

- To schedule cover for absent staff, both for planned leave of absence and daily unexpected absence.
- To liaise with the designated member of the Senior Leadership team to obtain approval for requests for leave of absence before adding to the School Information Management System (SIMS) and scheduling the cover requirements.
- To produce a daily cover list to be shared with all staff by 8.30am.
- To coordinate the school's internal Cover Teachers, ensuring effective use of their timetabled availability for cover.
- To liaise with the Trust's preferred supply agencies to book temporary supply staff, when cover requirements cannot be met internally.
- To add supply bookings to SIMS and to ensure that the required vetting checks are confirmed before the start of the assignment, liaising with HR to ensure the agency staff are recorded on the school's Single Central Record.
- To maintain a diary of supply bookings to be able to approve timesheets and invoices.
- To produce cover timetables in advance for large scale events requiring staffing and rooms.
- In conjunction with HR, ensure that accurate staff absence records are maintained on SIMS and payroll.



General Responsibilities for All Employees

- ▼ To attend staff meetings and Trust-based INSET as required.
- ▼ The post holder is responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ▼ To be aware of and work in accordance with the Trust's child protection policies and procedures, in order to safeguard and promote the welfare of children and young people, and to raise any concerns relating to such procedures that may be noted during the course of duty.
- ▼ To remain aware of and work in accordance with all relevant Trust working practices, policies and procedures.
- ▼ To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, Disciplinary and Grievance Policies and national legislation (including Health and Safety and Data Protection).
- ▼ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- ▼ To undertake any other duties as reasonably required by the Headteacher, to ensure the efficient and effective operation of the School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date of appointment but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.



Person Specification



Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> ▼ Attainment of GCSE Grade C or above in Maths and English (or able to demonstrate equivalent numeracy and literacy skills to a Level 2 standard of education) ▼ Experience of working in a fast-paced environment ▼ Previous experience in an administrative role 	<ul style="list-style-type: none"> ▼ Administrative qualifications ▼ Experience of working in a secondary school setting ▼ Previous experience of logistical planning
Knowledge & Skills	<ul style="list-style-type: none"> ▼ Excellent organisational skills, with a methodical approach to work and ability to work to deadlines ▼ Strong communication skills ▼ Adaptable, able to work under pressure and on own initiative ▼ Ability to work confidentially and with attention to detail to maintain accurate records 	
Personal Qualities	<ul style="list-style-type: none"> ▼ A strong commitment to safeguarding children and young people; full awareness and knowledge of current national legislation for safeguarding and child protection ▼ To believe in the importance of team work and a collaborative approach, to be able to contribute effectively to a team and build supportive working relationships with colleagues ▼ Professional, reliable and honest 	

