



Stephen Perse

Cambridge

# Logistics Manager JD & PS

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# History of Stephen Perse

The Perse Girls School, founded in 1818, evolved into the Stephen Perse Foundation in 2007, and first admitted boys to its Senior School in 2017. Stephen Perse has grown over recent years, adding a co-educational sixth form to its highly successful Senior School in 2008, and four nurseries and early years settings (three in Cambridge and one at Dame Bradbury's in Saffron Walden) between 2010 and 2021. Stephen Perse has been fully co-educational in all settings since 2017 and now comprises four nurseries, two junior schools, a senior school and sixth form.

Predominantly a day school, there are currently 60 (mainly sixth form) boarders. As well as its reputation for academic excellence, Stephen Perse is renowned for an innovative approach to education, and a focus on preparing students for the future.





## Our Mission Statement

At Stephen Perse, our mission is to educate and inspire the contributors to tomorrow's world: intelligent young people with the creativity, compassion, confidence and conviction to question, evaluate and improve society.

## Our Vision Statement

To deliver this mission, our vision is to create and sustain an outstanding educational environment that:

- Fosters modern scholarship through exceptional teaching and a dynamic, flexible and rigorous academic curriculum.
- Provides outstanding breadth of opportunity and quality of experience through a rich and varied co-curriculum.
- Nurtures and celebrates individuality, wellbeing, personal development, and contribution to the growth of others, through superb pastoral care, social and emotional education, and learning support.
- Champions and models equality, diversity and inclusivity, and social and environmental responsibility with a global outlook.

## Our Values Statement

With excellence and creativity in teaching and learning at the core of each of our schools and nurseries, we value the positive difference our students can make in the world through:

- Scholarship and the advancement of knowledge and understanding.
- Kindness, courtesy, inclusivity and collaboration.
- Diligence, independence and self-reliance.
- Humility, reflectiveness and the pursuit of self-improvement.
- Character, individuality, wellbeing and confidence.
- Conserving the environment and living sustainably.

*Welcome from the Principal*

## Richard Girvan

Stephen Perse is a leader in modern independent education, superbly well placed, both to meet the challenges, and to seize the opportunities, presented by its future.



Any school, indeed, any group of schools, is only as strong as its people. Stephen Perse boasts exceptional people across all of its schools and nurseries, and invests in their recruitment, development and empowerment to ensure our pupils benefit from excellent role models, outstanding support and exceptional teaching. As Principal, I consider this investment in our people to be of utmost importance.

At Stephen Perse, all are united in embracing the modern world and in seeking to help our pupils to find and take their place in it, as confident, socially responsible adults. We seek to attract people who are inspired by this challenge, people who share our values, people who are passionate about our collective vision of developing the change-makers of the future.

**Richard Girvan**

*Principal*

# Logistics Manager JD & PS

## Responsible to: Director of Operations

**Location: Foundation wide**

### Role Description

We are seeking a highly organised and detail-oriented Logistics Manager to join our vibrant community to assist with the smooth running of the logistical elements within the Estates department. In this role, you will be responsible for overseeing and facilitating the transport across the Stephen Perse sites ensuring a safe and efficient transportation system, line management of the Porters (currently seven) and effective management of internal and external events. You will also play a key part in procurement and development of SLA and inventory management systems.

Overall, the Logistic Manager plays a vital role in ensuring students get to and from school, trips, curriculum and fixtures safely and efficiently.

### Main Responsibilities

#### Responsible for the overall line management for the Porters:

- Review and manage the performance of the Porters, setting performance targets.

- Recruit and deploy porters as required sharing daily schedules.

#### Responsible for the overall management of transport operations and full legal compliance:

- Explore and implement a centralised fleet management system.

#### Responsible for developing and managing budget:

- Fuel costs, vehicle maintenance for both leased and owned vehicles, and departmental salaries.
- Working with the Procurement Manager to negotiate vehicle maintenance contracts, transport management software, leased/purchasing of vehicles.

#### Responsive and effective management of the Estates department ticketing system for event set up and transport requests.

#### Logistics:

- Develop and implement efficient procurement processes within budget

constraints.

- Develop and manage inventory control systems (classroom furniture etc.) to ensure optimal stock levels and minimise waste.
- Develop in conjunction with the Head of Schools an SLA for classrooms and key spaces within each setting.
- Assist with maintaining the comprehensive Incident Management Plan for the Stephen Perse.
- Assist with the planning of any moving within the estates; office moves, building moves, classroom changes etc.

#### Transportation:

- Manage the school's transportation system, including minibuses, and Estates' vehicles.
- Assist the Health & Safety Manager with the management of the grey fleet.
- Provide direction that supports the Senior Management team in ensuring the Transport Operation runs efficiently and effectively.

- Identify opportunities to further improve efficiency and effectiveness with the development of a longevity report for Stephen Perse vehicles (leased and owned), working with the Head of Sustainability to develop vehicle replacement schemes (EV points).
- Develop and maintain safe and efficient transportation routes ensuring that relevant risk assessments are carried out.
- Ensure compliance with all relevant transportation regulations and safety standards for all Stephen Perse vehicles to ensure they are safe and roadworthy.
- Ensure Stephen Perse vehicles are maintained, repaired and have valid insurance including permit 19, Ministry of Transport (MOT) and tax in place.
- Working with the Insurance Team to ensure appropriate insurance cover for all Stephen Perse vehicles.
- Organise and book the regular planned maintenance checks of fleet, servicing and repairs through agreed providers. Including routine maintenance such as; tyre pressure, oil levels, cooling systems, windscreen washer etc.
- Book Minibus Driver Awareness Scheme (MiDAS) training for staff across Stephen Perse, keeping

updated records for MiDAS trained staff. Actively monitoring when re-training is required.

- Systematically log safety certificates.
- Organise the repairs for damage to the vehicle as and when it is required/reported.
- Ensure that all Stephen Perse drivers have access to and are completing the Vehicle Safety Inspections before each journey.
- Manage and action transport requests across Stephen Perse schools; Forest School, Co-curricular, PE, trips along with any ad hoc driving including where a third party may be required.
- Manage the porters' schedules for Home to School Transport (HTST), Physical Education (PE), Co-curricular and Forest School runs.
- Working with the Head of Sustainability to plan the internal and external transport service provision for Home to School Transport (HTST): This includes analysing transport users addresses, determining the most efficient routes, and ensuring all students have a safe and timely ride, factoring in school schedules and where possible, traffic patterns.
- Working with the Head of Sustainability to understand the current travel habits of stakeholders via travel surveys to guide future

transport decisions and plans.

- Monitoring and maintaining fleet cleanliness.
- Developing and implementing emergency procedures for situations like bad weather, accidents, or breakdowns.
- Communicating effectively with parents (where required), teachers, school administrators, internal and external transport providers about transportation issues and updates. Ensuring a professional response to all telephone, email and in-person enquiries. Deal with any complaint or concerns raised swiftly and courteously, and record appropriately.

### Events:

- Take the event, set up requests and manage the day-to-day administration of the requests.
- Consider all requests individually and assess the time needed for each set up/take down, whether there will be any clashes for the team and follow up if there are any concerns with the staff lead for the event.
- Ensure that there is sufficient and adequate equipment for each set up (e.g., chairs).
- Plan the logistics of moving equipment between sites as needed.
- Ensure the relevant information for

each set up/event has been relayed effectively to the team and communicate any changes in a timely manner.

- Liaise with the Maintenance Manager and maintenance staff on tickets received which may require additional support.
- Efficiently follow up with the event lead when there is missing information for an event.
- Attend weekly calendar meetings, event planning meetings and other meetings where required ensuring actions raised are suitably prioritised and acted upon in a timely manner.
- Manage the porters, and additional staff if required, to ensure they have set up events correctly and have all the relevant information.
- Be a part of the planning for all major Stephen Perse events including open days, and alumni events to ensure smooth running of the event operationally to meet the desired standard and outcome with the appropriate support and staffing in place.
- Attend events as required and assist with the smooth running of the event operationally.
- Meet with Heads of Schools to clarify event requirements (including assemblies) for each academic year.

- Liaise with the Director of Operations and Health & Safety Manager regarding risk assessments and subsequent actions for major Stephen Perse events.

### **General:**

- Build and maintain good working relationships with all Stephen Perse colleagues including contractors, vendors and suppliers.
- Manage logistics for other school events and activities.
- Generate reports and analyse data to identify areas for improvement.
- Maintain accurate and up-to-date records.
- Act as an excellent ambassador for Stephen Perse at all times.
- Assist as necessary in other Stephen Perse areas at peak times.
- Work at all times towards the aims and goals of Stephen Perse and any individual objectives and targets you may have agreed.
- Act in accordance with Data Protection principles at all times.
- Adhere at all times to Stephen Perse Operational and Employment policies and procedures.
- Attend and actively contribute to staff training.
- Take care of your own health and

safety and that of people who may be affected by what you do (or do not do).

- Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Follow the training you have received when using any work items Stephen Perse has given you.

### **Health and Safety:**

- Ensure, in tandem with the Health & Safety Manager, Director of Operations, Planned Maintenance and Projects Manager and Maintenance Manager that all events and day to day running of the Estates team adheres to relevant statutory requirements including health and safety, risk assessments, safeguarding, confidentiality and data protection legislation.
- Escalate any concerns promptly to the Health & Safety Manager or a member of the Executive, or the Designated Safeguarding Lead, as appropriate.

### **General responsibilities**

- Act as an excellent ambassador for Stephen Perse at all times.
- Undertake other duties as agreed with the leadership team.

- Build and maintain good working relationships with all Stephen Perse colleagues.
- Assist as necessary in other Stephen Perse areas at peak times.
- Work at all times towards the aims and goals of Stephen Perse and any individual objectives and targets you may have agreed.
- Proactively identify areas for improvements within Stephen Perse.
- Actively promote the Stephen Perse Equal Opportunities Policy, encouraging staff awareness and participation in all areas.
- Act in accordance with the Data Protection principles at all times.
- Adhere at all times to Stephen Perse operational and employment policies and procedures.
- Take care of your own health and safety and that of people who may be affected by what you do (or do not do).
- Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Follow the training you have received when using any work items Stephen Perse has provided.
- Adhere to the Stephen Perse Privacy

Notice and ensure private and confidential data is kept secure and disposed of in the appropriate manner.

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may reasonably be required within the general scope and level of the post.

## Safeguarding and welfare of children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Stephen Perse Safeguarding and Child Protection Policy statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns

to the School's Designated Person or the Stephen Perse Designated Safeguarding Lead. All employees of Stephen Perse adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be **found on the government website.**

# Person Specification

	Essential	Desirable	Assessment Method
<b>Qualifications</b>		<p>FORS accreditation</p> <p>ISO 390001 standards preferable</p> <p>Bachelor's degree in Logistics, Business Administration, or a related field</p> <p>Transport Manager Certificate of Professional Competence (CPC)</p>	<p>Application Form</p> <p>Production of the Applicant's certificates at interview</p>
<b>Knowledge &amp; Experience</b>	<p>Minimum 3-5 years of experience in logistics or transportation management</p> <p>Proven experience in procurement and inventory control</p> <p>Strong understanding of safety regulations and best practices in school transportation</p> <p>Knowledge of health &amp; safety requirements</p> <p>Experience of management of a team to achieve daily and weekly tasks through organisation, delegation and prioritisation</p>	<p>Experience in ISO 390001 standards</p> <p>FORS approved training</p>	<p>Application Form</p>
<b>Skills &amp; Aptitudes</b>	<p>Ability to prioritise multiple tasks and work effectively under pressure</p> <p>Valid driver's licence</p> <p>Due to our statutory obligations in respect of safeguarding, the ability to read, understand and communicate in English to a sufficient standard to understand these obligations is required</p>	<p>Proficient in Microsoft Office/Google Suite and logistics management software (preferred)</p>	<p>Interview</p>
<b>Personal Attributes</b>	<p>Excellent communication, interpersonal, and organisational skills</p> <p>A commitment to the mission and values of Stephen Perse</p>		<p>Interview</p>

## Terms and conditions

All appointments for Stephen Perse are subject to satisfactory reference and disclosure and barring service (DBS) checks, suitability to work with children checks, online checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

## Hours of work

37.5 hours per week, working 7:00 - 3:00pm, Monday to Friday, 52 weeks per year.

Please note there is a requirement to be flexible for events outside of the normal working hours.

## Salary

£32,136 - £32,830 per annum.



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## Benefits

- 30 days holiday plus bank holidays and Christmas closure (pro rata for part time).
- Contributory pension scheme - matching up to 7%\*.
- Salary sacrifice tech and cycle to work schemes.
- Life assurance scheme.
- Rail season ticket loan/discount on train travel on Greater Anglia rail services.
- Free lunch and refreshments provided.
- Annual flu immunisation.
- Many of the sites offer covered bike parking.
- Free access to the Cambridge University Botanic Garden.
- Private health and dental plan subscriptions (pro rata for part time).
- A staff discount on School Fees of 25% (pro rata for part time) should staff have a child at any school (from Kindergarten Year upwards) within Stephen Perse.

\*Eligibility criteria applies.

## Privacy Notice

Please see our privacy policy which is available on the recruitment portal.

<http://www.stephenperse.com/recruitment>



Please apply directly by downloading an application form from our recruitment page at [www.stephenperse.com/recruitment](http://www.stephenperse.com/recruitment), or email [recruitment@stephenperse.com](mailto:recruitment@stephenperse.com) to request an application form. Please send completed application forms to [recruitment@stephenperse.com](mailto:recruitment@stephenperse.com). We are unable to accept CVs.

### The Recruitment Process

- Closing date for applications:  
**Friday 10 May 2024.**
- Interviews will take place:  
**Week commencing Monday  
13 May 2024.**

**References may be taken up  
before interview.**

### Invitation to interview and recruitment arrangements

Stephen Perse is committed to safeguarding and promoting the welfare of its pupils. Stephen Perse has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to eight weeks to complete.

Stephen Perse has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.





Stephen Perse

Foundation

Stephen Perse (Main Office), Union Road, Cambridge, CB2 1HF

[stephenperse.com](http://stephenperse.com)



Charity No: 1120608