



Stephen Perse

Foundation

Head of Logistics JD & PS

stephenperse.com/currentvacancies

History of Stephen Perse

The Perse Girls School, founded in 1881, 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

Head of Logistics JD & PS

Responsible to: Director of Operations

Location: Foundation wide

Role Description

The Stephen Perse seeks a highly organised and detail-oriented Head of Logistics to lead our Estates department's logistical operations. This key leadership role offers the opportunity to directly impact student experiences across our Schools and Nurseries.

You'll oversee safe and efficient transportation across all Stephen Perse sites, manage a team of porters, and ensure effective logistics for internal and external events. Additionally, you'll play a pivotal role in procurement, SLA development, and inventory management systems.

In this role, you'll contribute to a vibrant community and ensure students get to and from school, trips, and curriculum activities safely and efficiently.

Main Responsibilities

Lead on the provision of legally compliant and customer focused transport operations

- Drive operational excellence by overseeing all aspects of the operation
- Manage the school's transportation system, including minibuses, Estates vehicles and vehicles provided by external transport suppliers.
- Keep up to date on all legal requirements and ensure that there is clear evidence that they are being met.
- 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.
- Lead the initiative to explore and implement a centralised fleet management system.
- Ensure that there are internal minibuses or externally supplied buses in place to provide the home-to-school transport service for the Schools
- Work with the Head of Sustainability to develop plans for a more energy efficient and sustainable transport fleet.
- Develop and maintain safe and efficient transportation routes ensuring that relevant route risk assessments are carried out in a timely manner, and communicated effectively.
- Ensure that appropriate insurance cover is in place 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.
- Organise the repairs for damage to the vehicle as and when it is required/reported.
- Monitor and ensure maintenance of the cleanliness of the Stephen Perse fleet.
- Book Minibus Driver Awareness Scheme (MiDAS) training for staff across Stephen Perse, keeping updated records for MiDAS trained staff, and actively monitoring when re-training is

required.

- Ensure that all drivers of Stephen Perse vehicles 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.
- Collaborate with the Head of Sustainability to understand the current travel habits of stakeholders via travel surveys to guide future transport decisions and plans.
- Develop and implement emergency procedures for situations like bad weather, accidents, or breakdowns.
- Communicate effectively with teachers, school administrators, parents (where required), internal and external transport providers about transportation issues and updates.
- Ensure a professional response to all telephone, email and in-person enquiries. Deal with any complaint or concerns raised swiftly and courteously, and record appropriately.

Lead on the provision of support for internal and external events.

- Manage the Estates department ticketing system, ensuring timely responses and effective coordination of

event set up and transport requests.

- 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 Head of Estates 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.

Lead on Logistics Management to support efficient operation of the Schools:

- Develop and implement efficient procurement processes within budget constraints.
- Develop and manage inventory control systems (e.g. classroom furniture etc) to ensure optimal stock levels and minimise waste.
- Develop, in conjunction with the Head of Schools, a service level agreement (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 moves within the estate; office moves, building moves, classroom changes etc.

Responsible for the team leadership of the team of Porters:

- Foster a supportive team environment
- Proactively recruit and onboard new staff
- Review and manage the performance of the Porters against defined performance targets.
- Collaboratively develop and share daily schedules to ensure efficient logistics across all sites, including managing the schedules for Home to School Transport (HTST), Physical Education (PE), Co-curricular and Forest School runs.

Develop and manage the departmental budget:

- Responsible for the creation and meticulous management of the budget for the department, encompassing fuel costs, vehicle maintenance for both leased and owned vehicles, and departmental staff salaries.
- Collaborate with the Procurement Manager to negotiate favourable terms for vehicle maintenance contracts,

transport management software, and leasing/purchasing of vehicles to ensure cost-effectiveness and maximise operational efficiency within our transportation operations.

Health and Safety

- Ensure, in tandem with the Health & Safety Manager, Director of Operations, Head of Estates and Estates Administrator, 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
Qualifications		<p>FORS accreditation</p> <p>ISO 39001 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>
Knowledge & Experience	<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 & 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 39001 standards</p> <p>FORS approved training</p>	<p>Application Form</p>
Skills & Aptitudes	<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>
Personal Attributes	<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, 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

£41,987 - £44,710 per annum.



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

Benefits

- 30 days holiday plus bank holidays and Christmas closure (pro rata for part time)
- Salary sacrifice tech and cycle to work schemes
- Rail season ticket loan / discount on Greater Anglia train travel
- Free lunch and refreshments provided
- Contributory pension scheme - matching up to 7%*
- Life assurance scheme*
- 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 and term time)
- A staff discount on school fees of 25% (pro rata for part time and term 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, or email recruitment@stephenperse.com to request an application form. Please send completed application forms to recruitment@stephenperse.com. We are unable to accept CVs.

The Recruitment Process

- Closing date for applications:
Monday 9 September 2024.
- Interviews will take place:
Week commencing Monday 16 September 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.





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stephenperse.com



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