



ST. EDWARD'S OXFORD

JOB DESCRIPTION

LOGISTICS OPERATIVE

TO BEGIN WORK AS SOON AS POSSIBLE

A message from the Warden

Thank you for expressing an interest in working at St. Edward's – a co-educational boarding and day school set in the heart of Oxford.

The joy of St Edward's is that we are not a school with a single focus. The deliberate emphasis on a broad range of academic abilities creates a community that fizzles with varied interests and enthusiasms. Our educational ethos is built on respect for the whole person, in and out of the classroom, with our strong sense of community creating an exceptionally cheerful and uplifting environment for both pupils and staff.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about us on our website <https://www.stedwardsoxford.org/>.

Introduction

St Edward's is a refreshingly different kind of school. The deliberate emphasis on selecting young people based on attitude and ambition rather than simply on test results means that the community fizzles with diverse interests and enthusiasms.

Academic work is unquestionably the most important part of our pupils' education, but at St Edward's, there is so much more to school life. Talented scholars, musicians, sportswomen and men, performers, dancers, humanitarians, adventurers, entrepreneurs, filmmakers and artists – among many others – live and work together, inspire each other, and become lifelong friends.

Academically, St Edward's is forward looking and progressive: one of the few UK schools to offer both the A Level and the IB Diploma at Sixth Form, the academic programme was further enhanced in 2019 with the launch of pioneering new alternatives to GCSEs. Later this year, new, world-class academic facilities will be unveiled providing a range of university-style working environments to further support our pupils' academic ambitions.

Beyond Teddies, our exceptional community volunteering and engagement programme, enables our pupils to stay in touch with real life and to play a meaningful part in the life of the city.

Founded in 1863, St Edward's is an independent, co-educational boarding and day school. There are presently some 700 pupils, of whom 85% are boarders. Innovative partnerships enable the School to share facilities with the local community and, in the case of The North Wall, to sponsor a groundbreaking arts center with an eclectic public programme.

About the Estates Department

The Estates Department is responsible for the management of the School's estate, for associated operations such as logistics and for the ongoing development of the estate to create a first-class learning environment. The Logistics Team works within the Estates Department and is responsible for moving stock and equipment as required around the School site, event support and for collecting and disposing of rubbish and waste. The team also works closely with other teams in the Estates Department such as maintenance and grounds to provide support across a range of School activities.

About the Role

The Logistics Operative reports to the Logistics Supervisor and is responsible to the Estates Bursar. The Operative will undertake a variety of general logistic duties

Main Tasks and Responsibilities

- To undertake routine logistics work throughout the School as detailed on work schedules and job tickets, or as directed by the Logistics Supervisor.
- The setting up and dismantling of events and educational functions as directed.
- Driving large (3,5t cat. B) School vehicles in accordance with the Highway Code and school policy and making deliveries and collections as directed.
- Furniture, fixtures and fittings handling.
- Rubbish collection and handling.
- Occasionally assembling flat pack furniture along with some furniture maintenance.
- Performing daily and weekly safety driver checks on the School vehicles (tyre tread depth, tyre pressure, fluids, bodywork condition etc.), as well as cleaning and refueling the vehicles (training will be provided, as necessary)
- Ensuring that work is conducted in line with risk assessments and training including Working at height, COSHH, Manual Handling and COSHH.
- Ensuring the working environment are kept tidy and meet health and safety requirements.
- To provide aid for School activities relating to non-estates departments and undertaking other duties as directed by the Logistics Supervisor, Estates Bursar or Bursar.

This is not an exhaustive list of duties and the post holder should expect variances in job content to help achieve the efficient running of the School's facilities.

Start date

We would like the successful applicant to start work as soon as possible.

Salary

The hourly rate of pay is £10.16. Salaries are reviewed annually with effect from 1st September.

Hours of work

This is a full-time position working 40 hours per week, any five days of seven according to the rota, which may vary.

Details of the shift patterns are as follows:

- 7am until 3.30pm
- 8am until 4.30pm
- 10am until 5.30pm

You will be expected to work reasonable overtime, to ensure the smooth running of the School facilities.

Holiday

Annual holiday entitlement is 20 days plus bank holidays a year. The School's holiday year runs from 1st September to 31st August. All holiday, unless in exceptional circumstances agreed by the Head of Grounds, should be taken during the School's holiday periods. Please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given. As the School closes completely over the Christmas/New Year period, staff are required to take 5 days of their holiday entitlement to cover this period.

Pension

The role is eligible for membership of the School's pension scheme for support staff.

Probationary period

This appointment is subject to a probationary period of three months.

Sickness Benefit

The entitlement to paid sickness benefit increases with service. After four years' service, the maximum entitlement is 30 days at full pay in any consecutive 12-month period.

Development and training

The school continually reviews training needs and undertakes internal training such as First Aid, Manual Handling, Work at Height, Hazardous Substances, Fire Awareness, Driving development, and Vehicle Maintenance.

Notice Period

During the probationary period, employment may be terminated by either side with one week's notice. Thereafter, the minimum period of notice is one month.

Miscellaneous

- Free lunches are available during times the School's kitchens are in operation.
- Following successful completion of their probationary period, staff may use the Nuffield Health Fitness and Wellbeing Gym (which is situated on the St Edward's site). Membership is governed by the Club rules and may be withdrawn from individual members should the Club consider that there is good reason to do so.
- Car parking is available on-site.
- The School provides an employee assistance programme (EAP) which gives access to a comprehensive website and a dedicated helpline offering information, support and counselling around the clock. The EAP is completely confidential and the provider is independent of the School.

Person Specification Characteristics	
A good general level of education	Essential
A good command of the English language	Essential
Full UK driving license	Essential
D1 driving license	Desirable
Previous relevant experience in a logistical or delivery environment	Desirable
Basic IT skills to use the maintenance helpdesk system (Flow 360) and email system (training will be provided)	Essential
Good practical understanding of health & safety legislation (eg. COSSH, manual handling, working at height (training will be provided)	Essential
The ability to be flexible in working hours to meet the demands of the position, including "out of hours" working, as necessary	Essential
The ability to work well as part of a team and also to show independent initiative	Essential
A flexible approach and willingness to carry out a variety of tasks	Essential
A high level of self-motivation	Essential
Task and goal-oriented with a positive attitude	Essential
A commitment to setting and maintaining standards of excellence	Essential
Committed to safeguarding children and young people and willing to work within the School's child protection guidance and follow relevant School procedures	Essential

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School's interests. Information which may be included in this category covers both the general business of the School and

information regarding specific individuals. A strict code of confidentiality must be adhered to at all times and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to help ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after applying and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

The formal interview will involve meetings with various colleagues and will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact the Estates Bursar, preferably by email: hayesr@stedwardsoxford.org.

Application forms can be found on the School website: www.stedwardsoxford.org. Completed forms should be emailed to recruitment@stedwardsoxford.org or posted to Recruitment, St Edward's School, Woodstock Road, Oxford OX2 7NN.