



ESMS

*A unique family of
independent schools
for boys and girls*

JOB DESCRIPTION FOR LOGISTICS MANAGER AT ESMS

(April 2019)

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| TITLE | LOGISTICS MANAGER |
| JOB PURPOSE | Manage the logistical operations within the schools, including responsibility for maintaining the three Schools' Calendar and chairing the Calendar Committee. Schedule and co-ordinate the schools' transport requirements across three sites. |
| ACCOUNTABILITY | Accountable to the Director of Communications |
| RELATIONSHIPS | The post holder will have key relationships with the Director of Communications and the Bursar. He/she will line manage the Transport Co-ordinator. |
| KEY TASKS | <p>Key Duties/Responsibilities include:</p> <p>Transport</p> <ul style="list-style-type: none">• Responsibility for the scheduling of shuttle bus and minibus operations between sites.• Responsibility for the pre- and post-school coach services, liaising with CoachHire.com and the Transport Co-ordinator to ensure their smooth operation. Oversight of the 420 Club, directly managed by the Transport Co-ordinator.• Responsibility for ensuring suitable transport is available for class outings, DofE, Carbisdale, S1/2 Projects Week, visits, extra-curricular activities, ESMS Challenge and Games transport, liaising with the Transport Co-ordinator where necessary.• Responsibility for the minibus training and testing of staff (conducted by the driver/messenger or janitors) to ensure that minibuses are only driven by colleagues who are suitably qualified.• Responsibility for liaison with the Janitors and the Operations Manager.• Responsibility for the Driver/Messenger to ensure the efficient delivery of internal and external mail.• Responsibility for arranging transport requirements for the Duke of Edinburgh Award expeditions and their logistics.• Support, guide and oversee the work of the Transport Co-ordinator• Responsibility for the department's budget. <p>Calendar</p> <ul style="list-style-type: none">• Responsibility for maintaining the Schools' Calendar and chairing the Calendar Committee.• Responsibility for producing and maintaining the ESMS Trips List. |

- Responsibility for the annual production and distribution of Session Dates and statutory holiday dates.
- Responsibility for producing the ESMS Academic Scholarship/Entrance Exam schedule and the Music Tuition Award schedule.

Extra-Curricular and Outdoor Education Programmes

- Responsibility for the purchase and distribution of sports and extra-curricular staff kit.
- Organisation of the ESMS Challenge.

Other

- Responsibility for overseeing the school crossing patrol attendants and liaising with the appropriate Edinburgh City Council department.
- Responsibility for car parking on the school sites, including the issuing of staff parking permits annually.
- Liaison with the Safer Routes to School Parent Group to organise the annual bike sale and to promote and co-ordinate any approved initiatives.

PERSON SPECIFICATION

QUALIFICATIONS

Essential

Relevant qualifications up to degree level

Desirable

Membership of an appropriate professional body, such as the Chartered Institute of Logistics and Transport

SKILLS AND ABILITIES

Essential

- Ability to see the big picture
- Proactive with the ability to anticipate and overcome obstacles
- A meticulous and well organised approach
- Excellent verbal and written communication skills
- Ability to prioritise and meet deadlines
- An eye for detail
- Full, clean UK Driving Licence and be willing to undergo further driver training

Desirable

DI Licence

KNOWLEDGE

Essential

Highly computer literate with excellent knowledge and experience of Excel, Word and Outlook.

EXPERIENCE

Essential

Previous experience of working in logistics.

PERSONAL COMPETENCES AND QUALITIES

Essential

- Adaptability, calm under pressure, effective problem-solving skills
- Excellent analytical and organisational skills
- Ability to work independently and multi-task
- Strong interpersonal skills with the ability to form and maintain good relationships with staff, parents and pupils

ATTITUDE AND OUTLOOK

Essential

- Self-motivated and self-aware
- Takes a broad interest in the values, success and operation of the Schools
- Energy and vision
- Positive and proactive approach to change and a commitment to continuous improvement

TERMS AND CONDITIONS

Hours of Work:

8.30 am to 4.30 pm with 45 minutes (unpaid) for lunch, a paid working week of 36¼ hours, although he/she must be prepared to be flexible with regard to working hours and be capable of adjustment to events and demands. There is entitlement to a free school lunch during term time.

Holidays:

Entitlement is to 30 days' annual holiday leave, plus 10 days' statutory holiday at Christmas and Easter, when the school is closed. The schools' holiday year runs from January to December.

Salary:

The salary range will be £39,504 to £41,532, dependent on qualifications and experience. Salaries are reviewed annually on 1 April.

Pension:

The successful candidate will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.

General:

Please note that the school operates a No Smoking Policy and smoking is not permitted on the school campus at any time.

APPOINTMENT PROCEDURES

Applications should be in the form of a letter, addressed to the Principal, and should be supported by a full *Curriculum Vitae* along with the names, addresses and contact details of two referees. They should be sent by email to recruitment@esms.org.uk or by post to the HR Administrator, Erskine Stewart's Melville Schools, Ravelston, Edinburgh EH4 3NT, from whom further particulars may be obtained. This information can also be found on our website.

The closing date is 12 noon on Thursday 30 May 2019.