



AMPLEFORTH COLLEGE
LOGISTICS & SECURITY OFFICER
Job Description

Job Description

The Logistics & Security Officer is responsible for providing support in the delivery of goods, furniture, office equipment, cleaning of college vehicles, safely operating school minibuses and other college vehicles according to a set daily schedule. The Logistics & Security Officer must ensure that college owned vehicles are in good operating condition at all times, pickup and drop off students/staff as per the schedule, maintain order and security on the minibus and obey all traffic laws, regulations and rules of conduct. The successful candidate will also be required to carry out campus security patrols.

The Logistics & Security Officer must also deal with residents and members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels and quality of service. The Logistics & Security Officer must make note of and report on any such complaints and respond in a courteous and respectful manner. It is critical for the Logistics & Security Officer to function the College owned vehicles/equipment and goods in a safe and timely manner. They will be carrying out duties in the most cost-effective and efficient way, you will follow all legislation, as well as our own policies and procedures, relating to working with children, safeguarding, and Health and Safety.

Main Duties

- Operate the college vehicles in a safe and efficient way according to all relevant legislation, policies and procedures
- Perform daily deliveries of goods/equipment and food to site locations.
- Clean college vehicles as scheduled and/or required
- Carry out campus security patrols.
- Advise the Transport, Logistics & Security Manager of any requirements for maintenance, repairs or change to schedules.

Main Activities

- Pick up and deliver goods/equipment to site locations
- Maintain & service college owned vehicles
- Ensure students, staff and site visitors are aware of rules and responsibilities when on college vehicles or manoeuvring around campus
- Report any misconduct

Experience

- Good interpersonal skills.
- Minibus driving
- Security
- Delivery of goods and an understanding of prioritising
- Manual handling

Qualifications/Training

- A full clean driving licence with no more than 3 endorsement points and held for more than 3 years
- Licensed to drive a minibus and have a D1 entitlement (training can be provided)
- Complete a clearance form for the Criminal Reference Bureau
- MiDAS qualified
- SIA licence (training can be provided)
- Computer literate
- Supply Chain Operations - logistical movement of equipment

Knowledge/Skills

- Ability to work constructively as part of a team.
- Ability to relate well to children and to adults.
- Behavioural Attributes
- Customer focused.
- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
- Open, honest and an active listener.
- Takes responsibility and accountability.
- Committed to the needs of the pupils, parents and staff.
- Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
- Is committed to the provision and improvement of quality service provision.
- Is adaptable to change/embraces and welcomes change.
- Acts with pace and urgency being energetic, enthusiastic and decisive.
- Communicates effectively.
- Has the ability to learn from experiences and challenges.
- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.