



PERSON SPECIFICATION: Logistics & Security Officer Criteria	Essential	Desirable
Qualifications and training		
A full clean driving licence with no more than 3 endorsement points	✓	
Licensed to drive a minibus and have a D1 entitlement	✓	
MiDAS qualified (training can be provided)	✓	
SIA qualified (training can be provided)	✓	
Experience and skills		
Good interpersonal skills		✓
Ability to work constructively as part of a team		✓
Ability to relate well to children and to adults	✓	
Manual handling (training can be provided)		✓
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	✓	

PERSON SPECIFICATION: Logistics & Security Officer Criteria	Essential	Desirable
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	✓	

Salary and Conditions of Employment (subject to contract):

Salary package: £tbc

Benefits: Subsidised membership of fitness centre and sports centre.
Life assurance.

Pension: Group Personal Pension – employer 4% / employee 4%.

Notice period: One month

Probationary Period: 6 months