

WELLINGTON COLLEGE



Job Description

Job Title:	Logistic Team Member
Date:	September 2017
Department:	Domestic Services
Reports To:	Support Manager – Events and Logistics
Responsible For:	n/a

Purpose of the Position:

The Logistics Team member is responsible for ensuring that designated areas of the College are maintained safely and to a high standard. Key responsibilities include the transportation of various items around the College site, the set up and dismantling of venues for organised events and ensuring the public areas of the College are well maintained.

Departmental Information

The Domestic Services Department is essential to the smooth running of the College, ensuring that all areas of the College are cleaned and maintained safely and to the highest standard. The Department is comprised of Cleaning, Housekeeping, House Matrons, Laundry and Logistical Services staff members and constantly strives to achieve excellence in its service provision.

Main Tasks and Responsibilities

- Drive with due care and attention, vehicles provided by Wellington College
- Move items of furniture as requested
- Set up conference, lecture and event facilities as requested
- Deliver janitorial supplies around the site as requested
- Comply with all Company policies and statutory regulations relating to Health & Safety, safe working practices, hygiene, cleanliness, fire, transport safety and COSHH. This will include your awareness of any specific hazards in your work place
- Undertake minor maintenance within the scope and purpose of the job
- Deal with any cleaning of spillages that may arise in an emergency
- Be flexible in the absence, during sickness and holidays of other members of the team including laundry, toilet cleaning and refuse collections
- Sweep and litter pick, as required, the pathways and College buildings
- Clear rubbish from around the site and deposit in secure waste management area, observing the segregation of waste for recycling purposes
- Undertake weekly vehicle checks as trained and record findings for action
- Clean specialist flooring including care and maintenance of polished floors and shampooing of carpeted areas
- Focus on giving an exceptional service to Wellington College – it's students, staff and visitors
- Attend to any reasonable requests made by the General Manager - Domestic Services or Designated Deputy, within the general scope and purpose of the job
- Attend meetings and training sessions as required

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Person Specification	
Education Attainment <ul style="list-style-type: none"> General Secondary Education or equivalent (English and Maths essential) Well-developed English language skills 	
Professional Qualifications <ul style="list-style-type: none"> First Aid Manual Handling 	
Knowledge and Experience	
Essential	Desirable
<ul style="list-style-type: none"> Demonstrable experience in a similar role Providing a high level of customer service COSHH in an educational setting Health and Safety at work Full clean and valid UK driving licence 	<ul style="list-style-type: none"> Awareness of Safeguarding requirements and good practice within an educational setting An understanding of young persons and working within an educational setting
Skills and Personal Qualities <ul style="list-style-type: none"> Excellent communication skills to enable effective dialogue with colleagues, staff, visitors and where applicable, pupils Organised and self-motivated, with a proven record for meeting targets and deadlines Able to perform well and remain professional whilst under pressure Dedicated team-player, who strives for excellence and leads by example Tactful and discreet, whilst mindful of observing Safeguarding and professional standards Displays a smart and professional appearance, representing the College in a positive manner Reliable and stable Well-developed problem solving skills Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development High level of accuracy and attention to detail Self-motivated and able to work alone without direction Adaptable and flexible with working patterns when required Committed to contributing towards the College community Reasonable physical fitness due to level of manual handling within the role Practical and constructional 	
Essential Values, Behaviours and Attitudes <p>All employees are expected to actively promote and demonstrate the five core values of the College:</p> <ul style="list-style-type: none"> Kindness Integrity Respect Responsibility Courage <p>In addition, the College expects all staff to show ambition and display curiosity both personally and professionally.</p>	

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The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College's business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the Colleges' Statement of General Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.