



Logistics Coordinator

Recruiting Pack

Grade G: £25,163 - £30,490

Exceptional Educational Experience



Dan Morrow
Trust Leader



Clare Ridehalgh
Deputy Trust Lead



Rich Baker
Deputy Trust Lead

Welcome

At Cornwall Education Learning Trust (CELT), our mission is clear: to provide every learner with an **exceptional educational experience**. One that enables them to thrive, achieve and succeed in life. We believe in a **100%** mindset, that every learner, in every classroom, in every school, deserves the very best we can offer. For us, 100% means no compromise: no learner left behind, no community overlooked, and no opportunity wasted.

Our strategic goals reflect this ambition. We are committed to empowering and growing our people, building an ambitious all-through entitlement, forging exceptional relationships with our communities, transforming provision through meaningful partnerships, and leading an ethical, effective and innovative organisation. These are not just aspirations; they are promises that shape the way we work and the culture we are building together.

Joining CELT means becoming part of a values-driven trust where collaboration, innovation, and care for people are at the heart of all we do. If you share our 100% mindset, are passionate about education, and want to make a tangible difference to learners and communities across Cornwall, we would be delighted to welcome you to CELT.

Dan Morrow
Trust Leader

EXCEPTIONAL
EDUCATIONAL
EXPERIENCE

100%





Welcome from our Chair of Trustees

Our values are at the heart of everything we do. We believe in the power of **Collaboration**, building strong relationships and working together as one team to achieve our collective goals. We are committed to **Empowerment**, creating a culture where initiative, innovation and trust flourish, and where every individual feels valued, respected and motivated.

As a Trust, we are grounded in promoting **Leadership**, sharing a moral and ethical purpose to improve the lives of others and make a lasting difference for our learners and communities. And we embrace **Transformation**, approaching change positively so that we can all become our best selves and do our best work.

These values guide every decision we make and every action we take. They are the foundation of our Trust and the reason we can offer such exceptional opportunities for our learners and staff. If you choose to join CELT, you will be part of a values-driven organisation where people are supported to grow, contribute, and thrive.

Sally Foard
Chair of Trustees



Sally Foard
Chair of Trustees





Welcome to Poltair School

A Headteacher Welcome,

Our school has a rich history and is deeply rooted in the St Austell community. What truly makes Poltair special is its young people; this is a place where students thrive and grow.

Our mission is to ensure that every child leaves school with confidence and character, and is equipped with the skills and experiences to improve their life chances and reach their full potential

We will challenge and support them to be the best they can be. Through a wide range of learning opportunities, we develop well-rounded individuals prepared for the future. We are committed to offering inclusive support to all students.

We encourage them to be exemplary citizens in every way, from their behaviour to their appearance, fostering the resilience and ambition that will lead to bright futures.

Kind regards,

Richard Cardigan
Headteacher



Richard Cardigan
Headteacher
Poltair School



“Poltair School has high expectations of pupils’ behaviour and high aspirations for their futures”

Ofsted Report - Feb 2024



Our School



“On behalf of the entire Poltair School Community, we would like to welcome you to our school. Being chosen as Head Prefects is an honor and we are committed to showcasing Poltair’s core values of Confidence and Character.

We encourage you to get involved, speak to teachers and students like us, because there really is something for everyone here, from sports, arts, music and much much more. ”



[Poltair School - Building Confidence & Character Video](#)



[Poltair School Website](#)



“Pupils are proud to attend the school. They are polite, enthusiastic and look after their school environment”

Ofsted Report - Feb 2024

“This is one of those great hidden schools”

John Hutchinson: Director of Training & Development, Reach Foundation



Cornwall Education Learning Trust

Our Family of Schools

Our family of schools have the privilege of educating 9000 learners across mid-Cornwall. We are passionate about collaborating and ensuring 100% of our learners have an exceptional educational experience.



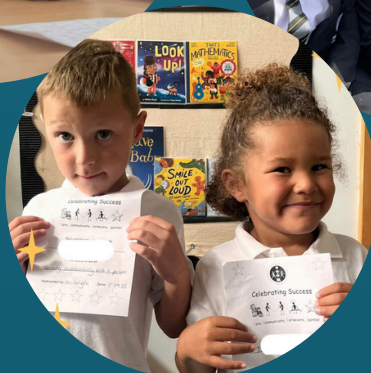
9000
LEARNERS



1200
CELT STAFF



16
SCHOOLS



Logistics Coordinator

Purpose of the role

The main purpose of the role is to support the effective day-to-day running of the school through the coordination of staff cover, oversight of key systems and operational processes, liaison with senior leaders, and administrative support, including event logistics and the monitoring of policies, contracts and third-party checks to ensure compliance.

Culture

- Demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with safeguarding, health and safety, confidentiality, and data protection policies.
- Raise any safeguarding concerns appropriately in line with school procedures.
- Show patience, empathy, and discretion when dealing with sensitive information.
- Contribute positively to the school environment by being adaptable and willing to assist with wider school life.

Strategic purpose

- Coordinate and manage daily staff cover arrangements to ensure the smooth running of the school, maintaining continuity of learning and appropriate staff deployment at all times.
- Maintain oversight of key operational and administrative systems, including absence reporting, cover management, staff deployment records and related processes, ensuring information is accurate, timely and compliant.
- Act as a central operational point of contact, liaising with teaching staff, support teams and senior leaders to resolve day-to-day logistical and operational issues.
- Provide logistical coordination and administrative support for school events and activities.
- Monitor, maintain and update operational documentation, including policies, procedures, contracts and third-party compliance checks, escalating concerns or gaps where necessary.
- Support senior leaders by providing reliable operational information and maintaining systems that enable effective planning, decision-making and oversight.
- Ensure all operational activity is carried out in line with safeguarding requirements, health and safety expectations, data protection legislation and Trust policies.
- Maintain accurate records and manage information securely, exercising discretion and professionalism when handling sensitive or confidential material.
- Operate in accordance with the school's policies and procedures as detailed on the school's website and as set out in the Staff Handbook and elsewhere, ensuring compliance with ICT Acceptable Use Policy, Photographic Policy, Safeguarding and Child Protection Policy, the School's Health and Safety policy and Privacy Policy.

General responsibilities applicable to all staff

- To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- To work with professionalism in line with the Trust's Code of Conduct.
- To take responsibility for their own CPD
- To attend staff meetings and Trust-based INSET as required.
- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Note

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. The postholder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job. This job description may be amended at any time in consultation with the postholder.



Qualifications and Professional Development

Essential	Desirable
Qualified to NVQ level 2 or above (or equivalent qualification), or able to demonstrate equivalent	Prior qualifications in IT/Business.

Experience

Essential	Desirable
Previous experience of using a range of IT systems and Microsoft	Experience of working in a secondary school environment
Expertise in using Microsoft software and systems	Previous experience of logistical planning
Experience of photo and video editing.	Knowledge of safer recruitment procedures and SCR requirements for schools

Knowledge

Essential	Desirable
Excellent written English skills	
Excellent communication skills, ability to converse on the phone and in front of people.	
Ability to work confidentially and with attention to detail to maintain accurate records	
Adaptable, able to work under pressure and on own initiative	

Skills & Competencies

Essential	Desirable
Keen interest in IT and administration	Strong analytical, critical thinking, and problem-solving abilities.
Excellent time management and organisation	Able to work on own initiative and as part of a team
Friendly and professional approach	

Knowledge of Safeguarding

Essential	Desirable
Demonstrate an awareness understanding and commitment to the protection and safeguarding of children and young people	
Demonstrate an awareness, understanding and commitment to equality and inclusion	



Applying to CELT

We welcome applications via My New Term in the CELT Careers section of our website: www.celtrust.org.

We want every candidate to know exactly what to expect from our recruitment process. All CELT application packs clearly set out key information : salary, interview dates, and application deadlines. All line managers involved in recruitment are trained to recognise and reduce bias, ensuring a fair and consistent experience for every applicant.

More information about our approach can be found in our Recruitment and Selection Policy via the trust website.



Safeguarding

Safeguarding is the golden thread through CELT - safeguarding is everyone's responsibility. We promote an open culture of learning and development where good practice is celebrated and mistakes are used to learn and improve practice and therefore outcomes for our learners.

A whole-school approach to safeguarding means listening to the voices of everyone in the school community. This includes learners as well as parents, carers and school staff.



Amy Daniels
Director of Inclusion

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and an Enhanced Disclosure and Barring Service (DBS) check.



People Services

Our vision is to build and nurture a talented, diverse team who are proud to deliver exceptional education across our Trust.

We believe in working together, treating everyone fairly, and always learning and growing. We are committed to creating a safe, inclusive, and supportive workplace where every colleague feels valued and inspired to do their best.

By investing in and caring for our people, we unlock their potential – enabling them to make a real difference to our schools, our learners and the communities we serve.

CEL T is committed to developing and empowering staff by ensuring that every colleague has the opportunity to thrive in their current role while being prepared for future opportunities.

Lea Randall
People Services Lead



Lea Randall
People Services Lead

**Empowering
our people to
support, teach
and lead**



Claire White
Headteacher

I feel privileged to have been part of SW100's cohort 2. I finished the year a different leader to the one I was 12 months before and I've never been more committed to change in our system. It reinforced my belief that teaching truly is the best job in the world.



Andrew Gasiorowski
IS Manager

I joined Brannel School as an apprentice and now manage the information services team at Poltair School. Working at CEL T has enabled me to progress professionally and has provided opportunities for me to work on strategic projects across the Trust.



Rebecca Blizzard
Assistant Headteacher

From gaining valuable leadership experience as Head of Science I felt ready and supported to become an Assistant Headteacher. I value the range leadership opportunities at CEL T and the strong collaboration amongst colleagues and our family of schools.

Staff Entitlement

As a Trust we understand that we have a responsibility to create a future-focused team that is ready for change and able to support our development. Part of this future planning involves succession planning and dynamic talent management.

Talent management is crucial at both a strategic and an individual level. It is about the value that every individual brings to Cornwall Education Learning Trust. By understanding people's strengths and unique contributions, we can ensure that they receive the development they need to have the maximum impact in their current and future roles.



Personal Growth & Inspiration:

- Exceptional development opportunities through training, mentoring, and networking.
- Complimentary access to Inspiring the South West conferences to fuel your ambition.



Health & Wellbeing:

- Free annual flu jabs, health screenings, and eye tests to keep you feeling your best.
- Discounted gym and leisure centre memberships to support your fitness goals.
- Wisdom app access for mental health support, mindfulness, and resilience.
- Confidential helpline and counselling through Health Assured, available 24/7.



Family & Flexibility:

- Up to 5 days paid emergency leave for dependants when life throws a curveball.
- Family-friendly policies and flexible working arrangements to help you balance work and home.



Perks & Extras:

- Cycle to Work scheme to promote greener commuting and save on bike purchases.
- Generous public sector pension scheme to invest in your future.



CELt CENTRE OF
EXCELLENCE

At CELt, we believe inspiration should flow through our staff as much as our students. Great teaching comes from colleagues who are curious, ambitious and continually developing their practice. Professional learning isn't an add-on – it's part of who we are.

The CELt Centre of Excellence at Penrice Academy brings this vision to life. It offers a place to reflect, learn and plan next steps, supporting colleagues at every stage of their career. Through programmes such as Future Leaders, New and Aspiring Leaders, and the upcoming Flourishing Programme, the Centre provides clarity, connection and opportunity for all roles across CELt.

Our aim is simple: to help every colleague grow, feel valued and thrive. By investing in ourselves, we strengthen our culture and keep inspiration at the heart of our classrooms.

CLICK HERE



"CELt is where teaching talent takes flight, and connection becomes the fuel that propels us forward. With comprehensive support, collaborative communities, mentoring, research-informed practice, and an unwavering focus on equity, CELt creates an environment where both teachers and learners thrive."



Hayley Bissenden

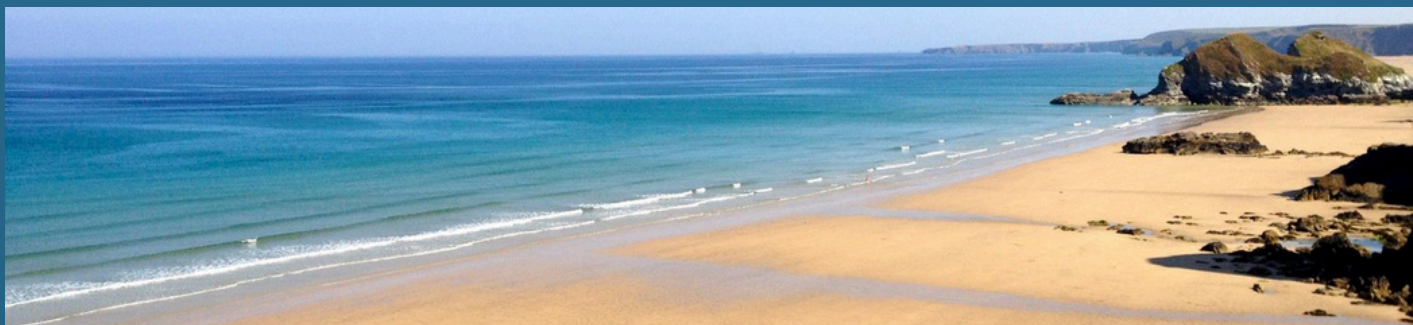
Hayley Bissenden
Director of the
Centre of Excellence





Living and Working in Cornwall

A Life That Feels Different—in the Best Way



Cornwall offers a rare blend of meaningful work, breathtaking surroundings and an exceptional quality of life. Our schools sit at the heart of proud, supportive communities where relationships matter and staff quickly feel part of something bigger.

Community

Cornwall's towns and villages are close-knit, welcoming and full of character. Families are deeply invested in their local schools, and the strong partnership between home and school is a defining feature of life here. When you join us, you're joining a place where people genuinely look out for one another.

Lifestyle

From beaches and rugged coastline to moorland and open countryside, Cornwall's natural beauty is always within easy reach. Shorter commutes and access to the outdoors help create a healthy balance between work and life—and the space to truly recharge.



Infrastructure

Cornwall is ambitious about its future. From major road improvements such as the upgraded A30 to enhanced digital connectivity and the convenience of Cornwall Airport Newquay, the region continues to invest to keep people connected and moving.

Families

Safe communities, excellent schools, and a huge range of activities make Cornwall an exceptional place to raise children. Whether it's beach days, outdoor adventures or creative arts, there's always something to inspire young minds.