

Logistics Coordinator

Permanent, Part-Time, Term-Time+

Required for September 2025

Society of Heads
Independent co-educational
Day and boarding pupils

Longridge
Towers School





Longridge Towers School

Longridge Towers School is a small independent school set in its own beautiful, safe grounds; a perfect environment for pupils aged 3 - 19. We are a friendly and vibrant learning community, with high aspirations for the children in our care and the staff team that supports them.

Longridge Towers School is situated in North Northumberland, three miles from the picturesque town of Berwick-upon-Tweed.

The School attracts pupils from a wide geographical area on both sides of the English/Scottish Border.



Our Site and Location

We are fortunate to be surrounded by some of the most stunning and scientifically significant landscapes in the country.

Our pupils have access to pristine beaches scattered with fossils, while the coastal geology is internationally renowned. Just a short distance away, St Abbs Head and Seahouses are well known for their seabird breeding colonies, and boat trips to the Farne Islands offer unique wildlife experiences.

The River Tweed system has long been a hub for engineering innovation, exemplified by the nearby Union Bridge. We are also close to remarkable historical sites such as Bamburgh Castle, Alnwick, and Holy Island. As a school community, we are deeply enriched by these local treasures, and our pupils have countless opportunities to explore, appreciate, and learn from them.

Our onsite facilities include a library, science laboratories, a specialist music room, dedicated art studio, design centre, sports hall and an elegant Main Concert Hall as well as a theatre. Outside, the setting for our sports fields is breath-taking, with mature trees and open views across the Tweed Valley. We have extensive grass areas for rugby, hockey, cricket pitches, an athletics facility and we benefit from an all-weather sports pitch.

The grounds are also used as an outdoor classroom for science study, projects, nature watching, art and treats such as camps and treasure hunts, and of course our younger pupils always enjoy a Teddy Bear's Picnic.

Are you a natural organiser with a sharp eye for detail and a “can-do” attitude?

Longridge Towers School is recruiting for the role of Logistics Coordinator, starting in September 2025, on a permanent, part-time basis. (20 hours per week)

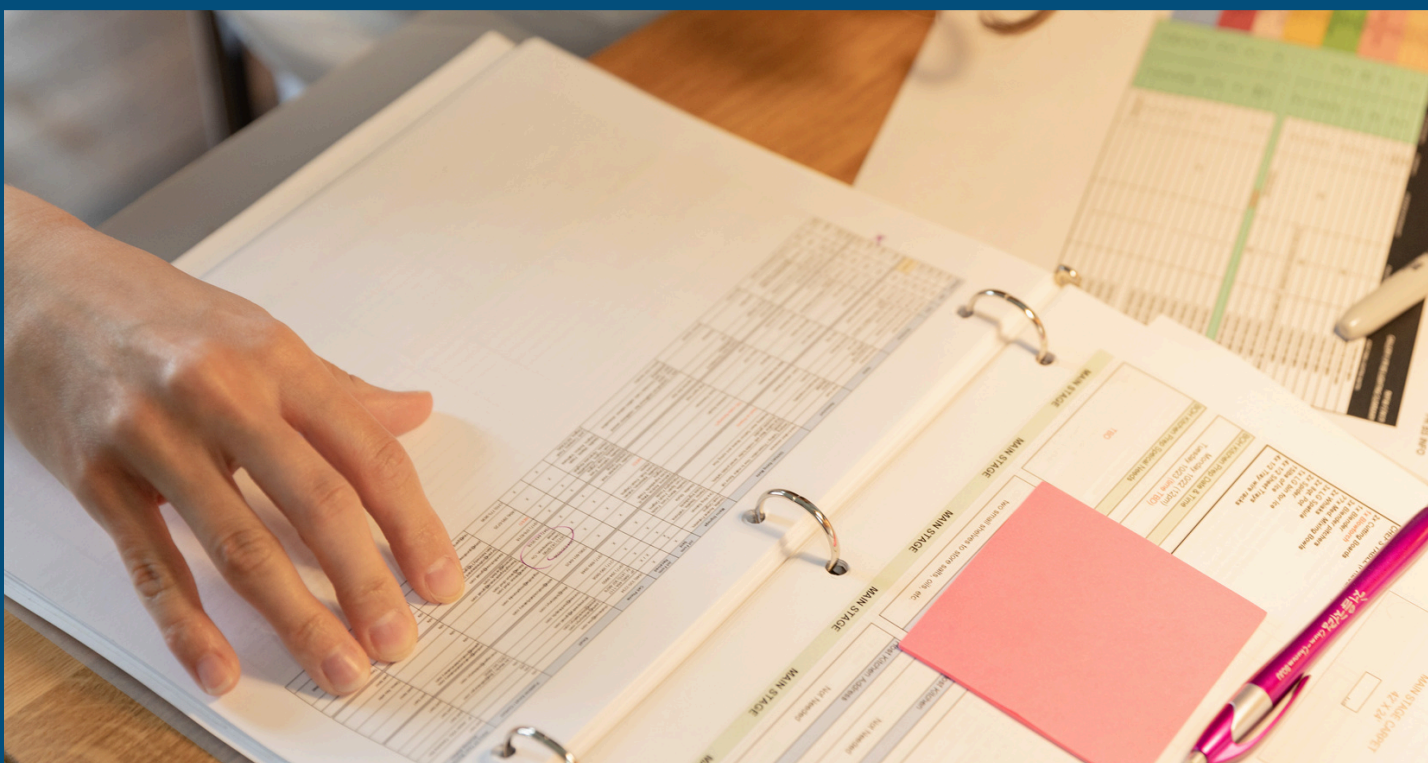
The successful candidate will be a core member of the administrative support team, ensuring the smooth and efficient running of key academic and logistical services. They will work proactively to plan, problem-solve, and deliver high-quality administrative support across the school, ensuring all related communications are delivered promptly and efficiently.

THE SCHOOL DAY

The school day runs from 8.30am - 5pm, Monday - Friday, with the working hours for this role being between 20 per week, to be discussed at interview. This is a term time only role, plus 2 weeks during the school holidays.

SALARY

The FTE salary for this role is £24,213.84, which will be prorated depending on hours worked.



Logistics Coordinator

Responsible to: Finance Director

THE ROLE

To support the School and Senior Leadership Team (SLT) as a key member of the administration support team. This role is essential in ensuring the smooth and efficient running of many academic and logistical services, including managing examinations (Exams Officer), coordinating educational visits (Educational Visits Coordinator), and planning school transport. The postholder will work closely with academic and administrative departments to proactively plan, problem-solve, and provide high-quality administrative support across the school, ensuring all related communications are delivered promptly and efficiently. They will hold strong organisational skills, attention to detail, and the ability to complete multiple tasks under tight deadlines.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all responsibilities tasks and duties.

AREAS OF RESPONSIBILITY

Educational Visits Coordinator (EVC)

Hold day to day oversight of all educational visits. Under the direction of the Head, you will hold the role of EVC; with responsibility for ensuring that all school visits are organised and resourced in line with current best practice and with School policies. Liaise with the Finance Director, H&S Coordinator and Trip Leaders regarding planning, budget and risk assessments.

Examinations Officer (EO)

Oversee the secure and compliant administration of all external exams in line with JCQ and awarding examination body regulations. Support the Head of Centre and Deputy Head, coordinate with internal and external stakeholders, and serve as the primary exams contact (Exams Officer) for staff and pupils. Promote integrity and prevent malpractice throughout the exam cycle. Support the Deputy Head with regards to planning of internal examinations and communications.

Bus Coordinator (BC)

Manage the School's minibus operations, including route planning, vehicle maintenance schedules (safety checks, servicing, and MOTs), coordination of MiDAS training, management of the driver team, and ensuring compliance with agreed budgets. Plan and coordinate minibus routes, rotas and driver activities, while ensuring that all drivers and vehicles adhere to VOSA, DVLA, and other relevant statutory regulations.

Timetabling

Work closely with the Timetable Coordinator, Deputy Head, IT Manager and Finance Director, to assist with the timely and accurate annual formation of the School timetable, ensure data accuracy and administration assistance.

A more comprehensive job specification will be shared following the initial interviews.

KEY SKILLS

- Proficient in IT tools, including Microsoft Office, web-based applications, and data management systems.
- Ability to think ahead and plan strategically, balancing multiple priorities.
- Solution-focused with a proactive approach to resolving issues.
- High level of accuracy in managing data, documentation, and logistics.
- Capable of working independently under pressure and meeting strict deadlines.
- Clear and professional communicator with staff, students, pupils, and external agencies.
- Works collaboratively within the administration support team and across all departments.
- Understanding of school budgeting and cost management.

APPLICATIONS

All applicants must complete the School's application form; which is available from the School website: www.lts.org.uk.

Please submit your application to vacancies@lts.org.uk

CLOSING DATE

The closing date for applications is noon on Friday 11th July.

INTERVIEWS

Interviews will take place in July. Further details and a schedule will be provided in advance of the interview.

SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory DBS Enhanced Disclosure and other safeguarding checks including checks with past employers.

EQUAL OPPORTUNITIES

Longridge Towers School is an equal opportunities employer and welcomes applicants regardless of age, gender, race, religion, disability, or sexual orientation.

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Society of Heads, Independent co-educational, day and boarding,
pupils aged 3 to 19 years

www.lts.org.uk

01289 307584

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