



JOB DESCRIPTION

Job Title:	Transport Manager	Department:	Facilities and Operations
Hours of Work:	Term Time + 6 weeks during the holidays as agreed with line manager.		
Responsible To:	Head of Facilities and Operations	Line management:	Minibus Drivers

Summary of Role:

Responsible for the management of transportation provision across the school. Initially this shall involve project managing the ongoing integration of a new app to streamline and create efficiencies across the service. Line management responsibility for team members shall include the deployment of probation and appraisal processes, and an ongoing accountability for the team. A key strand of this role is to be responsible for the compliance of all aspects of the service, including fleet, budget and personnel.

Specific Responsibilities:

Management

- Strategic management of the service, to include forward planning by working collaboratively with the school leadership.
- Financial management of the transport department including managing budgets and using cost saving strategies to ensure the school runs a cost-efficient service.
- Project management for the ongoing integration of the transport app, and ongoing management of the app, including liaison with parents/carers.
- Overall management of all team members, directing the work of the drivers, ensuring optimum service output and organising cover/bank drivers when required.
- Overall management of the fleet in line with compliance.

Travel for boarding students

- To manage and administer all school related taxi bookings, including maintaining the school's list of approved contractors (with HR, to include appropriate vetting) and working with the finance department to ensure invoices are received and paid.
- Organise handovers for unaccompanied minors as required.
- Purchase train tickets for pupils as required.

Transportation of day girls

- Create, manage and maintain the database of day girls requiring school transport, liaising with the Admissions and Finance departments to ensure day girls are transported according to parental requests.
- Ensuring personnel and fleet availability for all day girl school transport.
- Create, manage and maintain transport schedules, liaising with appropriate school stakeholders and distributing to appropriate personnel.
- Manage transport routes, looking to evolve the routes where necessary and making proposals to the Head of Facilities & Operations and Bursar accordingly.
- Manage arrangements relating to transporting day pupils from the local train stations to the main school site.
- Book and manage additional taxis as required throughout the school day.

Trips and Visits

- Liaise with appropriate staff, including sports and boarding, in all matters relating to school trips and visits transport, including school minibuses, taxis, coaches, train tickets and shuttle buses. This includes events taking place on and off the school site.
- To create and manage bookings for trips and visits and confirm details with transport users.

Fleet Management

- To be the school's Fleet Manager for all pupil carrying vehicles.
- To ensure all pupil carrying vehicles remain safe and comply with all relevant legislation.
- To manage and administrate 10 weekly vehicle checks, MOTS and vehicle tax requirements in line with relevant legislation.
- Work with the Head of Facilities & Operations on all matters relating to vehicle accidents and incidents, including insurance claims.

Other

- To manage the contracts and annual checks for coach companies including legal documentation and appropriate vetting.
- Maintain a list of authorised drivers and manage and administrate the school's driving license checks.
- Organise training for drivers as required and in line with the school's transport policy.
- Work with the Head of Facilities & Operations in creating and reviewing a school transport policy.
- Work with the Finance Department to ensure annual fees for transport costs are re-costed to students.
- Drive school vehicles as required, including station shuttles during the school day and school routes to cover driver absence.

General

- Any other task that may reasonable be required by the Head of Facilities & Operations or Bursar.
- To undertake driving duties, during the day, where required.

Terms and Benefits

- **Start Date:** 1st September 2023
- **Salary.** Competitive.
- **Holiday.** The holiday entitlement is 5 weeks per year plus public holidays (pro rata), An element is included in the salary to cover holiday pay entitlement. It is expected that holiday will be taken in school holidays
- **Pension.** You will be auto enrolled into the School's pension scheme, which includes life assurance.
- **Lunch.** A free meal is available in the dining room each working day when the kitchens are open, when on duty.
- **Parking.** There is free parking on site.
- **Gym and Pool.** There are staff sessions for use of these facilities.
- **Fees.** Subject to Governors' discretion, school fee remission may be available for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> • Minimum of 5 years' experience working in a similar role. • Excellent leadership skills, with experience of successfully managing a team. • Project management skills and an understanding of the 'bigger picture'. • Experience of managing a fleet of service vehicles. • Hold a full driving licence. • Computer literate in all Microsoft packages including Outlook and comfortable with PC software systems. • To be pro-active; able to demonstrate self-motivation and the use of initiative in undertaking tasks • A good standard of English literacy and numeracy and basic IT skills. 	<ul style="list-style-type: none"> • Knowledge of health and safety practices, legislation and their implementation. • Hold a full driving licence including Category D or equivalent. • Experience of managing a transport app.
Personal Behaviours	
<ul style="list-style-type: none"> • Excellent approach to customer service. • Ability to be flexible within working hours, using initiative to prioritise workload when tasks allow. • Good communication and interpersonal skills and the capability to mix easily and work with students, parents, the general public and staff. • Be practical, resourceful, and flexible and be able to take the initiative. • Ability to lead, inspire and motivate. • Ability to work without supervision with energy and enthusiasm. • Solution focused. • Committed to the safeguarding of our students and visitors and supporting the ethos of the school. 	<ul style="list-style-type: none"> • Develop more efficient and cost-effective ways of working.
Ethos and Whole School Values	
<ul style="list-style-type: none"> • Able to operate at the heart of the school community. • Committed to the Sacred Heart Values • Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. 	
Safeguarding and Pastoral	
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS. 	