**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Transport Officer | **Department:** | Transport |
| **Hours of Work:** | Term Time + | | |
| **Responsible To:** | Head of Operations | **Responsible For:** | Minibus Drivers |

**Summary of Role:**

The Transport Officer is responsible for effectively organising and managing the provision of transportation across the School.

**Specific Responsibilities:**

* Plan and organising minibus drivers ensuring availability and cover for all school purposes.
* Assisting with booking transport for school trips.
* Deal with ad-hoc minibus requests.
* Liaise with the Head of Operations to update and develop policies relating to Transport.
* Liaise with the Drivers and Fleet Manager to ensure all vehicle checks are maintained.
* Annually review the accounts and pricing for transport companies e.g. Taxi/Coach firms.
* Liaise and keep up to date with train providers and their services and keep the school community informed.

# **Pupil Taxis**

To undertake the full administration of pupil beginning and end of term taxi arrangements utilising local taxi firms:

* Accepting authorised taxi requirements from pupils, parents and Heads of Year.
* Ensure the timely booking of taxis.
* Ensure that taxi arrangements are fulfilled exactly in accordance with requirements.
* Ensure that all arrangements for taxis are communicated properly to pupils, parents and Heads of Year.
* Ensure that taxi invoices are checked and signed off and sent to the School Accounts office in a timely manner.
* Arrange handovers for unaccompanied minors.

# **Day Girl Transportation**

* To liaise with the Registrar ensuring that lists of all-Day pupils requiring transportation to and from the School are accurately compiled.
* To ensure that vehicles and drivers are available, where possible, to meet Day Pupil transportation requirements, keeping the Head of Operations and Deputy Head Co-curricular and Operations informed.
* To order, in timely fashion, necessary transport to service Day Pupil transportation requirements having regard to established routes.
* To make necessary adjustments to Day Pupil transportation to account for untoward events to ensure that the School’s transportation arrangements can be completed.
* To prepare termly list of pupils undertaking Day transport. Ensure that such lists are made available to the School Accounts Office and all transportation providers/drivers.
* To generate and prepare necessary, detailed transportation schedules as required and to distribute them to all appropriate personnel.
* To monitor and propose to the Head of Operations and Deputy Head Co-curricular and Operations any necessary alterations to Day Pupil transportation routes as necessary.
* To liaise with the Day Transport Drivers to ensure that they have the information that they require to be able to effectively carry out their jobs.
* To correspondence with parents regarding transport.

**Day Trips and Exchange Programmes**

* To assist teaching staff with transport arrangements for trips including flights, coach travel, train tickets and shuttle bus transport to and from the station.
* To confirm arrangements as necessary with staff and coach companies (including adjustments as necessary).
* To check and sign off invoices in a timely manner.

**Train Tickets**

* To purchase train tickets for students travelling home at the weekend. Tickets should be purchased on a Friday morning and recharges passed to the School Accounts Office.

**Other**

* To liaise with the Fleet Manager regarding the maintenance and monthly checks of all vehicles.
* To manage the contracts and annual checks for coach companies including legal documentation.
* Maintain a list of authorised drivers and regular licence checks.
* Organise Minibus Driving Awareness Skills (MiDAS) training.
* Ensure transport costs are re-costed to students.

**Terms and Benefits**

* **Start Date:** September 2021
* **Working hours**.  09.00-16.15 Monday to Friday termtime plus. Weeks worked during outside of term time subject to discussion.
* **Salary**.  Salary in the region of £25,000 to £28,000 FTE
* **Holiday**.  The holiday entitlement is 5 weeks per year plus public holidays (pro rata).  It is expected that holiday will normally 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.** School fees remission 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** |  |
| * Experience in a similar role involving planning and logistics. * Exceptional communication, planning and organisation skills. * Able to use own initiative to think ahead, managing varying requests and expectations across a range of departments. * Understanding of transport legislation and procedures to ensure compliance. * Have good communication and interpersonal skills and the capability to mix easily and work with staff, parents and pupils. * Fluent and accurate written and spoken English. * Good ICT Skills. | * Experience working in the education sector. |
| **Personal Behaviours** |  |
| * Be self-motivated, enthusiastic and committed to supporting the School fully in this responsible position; * Contribute to the maintenance of a positive and supportive work culture; being prepared to assist colleagues during peak workload periods and to cover other duties on an occasional basis as reasonably required by the School Secretary. * Be a person of integrity and initiative who is able to think ahead, prioritise and work accurately and flexibly without undue direction to deliver his/her outputs. |  |
| **Ethos and Whole School Values** |  |
| * Committed to operating as part 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** |  |
| * Committed to safeguarding and promoting the welfare of children and young people. * A satisfactory Enhanced Disclosure from the DBS. |  |
| **Leadership and Management** |  |
| * Ability to manage a team or remote workers. * The energy and ability to inspire and motivate others. * Able to work independently and the confidence to make decisions. * The ability to prioritise, oversee and effectively delegate workload. |  |