**JOB DESCRIPTION**

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| **Job Title:** | Transport/Logistics Officer | **Department:** | Transport |
| **Hours of Work:** | Term Time +  |
| **Responsible To:** | Director of Finance and Operations | **Responsible For:** | Minibus Drivers |

**Summary of Role:**

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

**Specific Responsibilities:**

1. Planning and organising minibus drivers ensuring availability and cover for all school purposes.
2. Deal with ad-hoc minibus requests.
3. Liaise with the DFO update and develop policies relating to Transport.
4. Liaise with the Drivers and Fleet Manager to ensure all vehicle checks are maintained.
5. Annually review the accounts and pricing for transport companies e.g. Taxi/Coach firms.
6. Liaise and keep up to date with train providers and their services and keep the school community informed.

# **Pupil Taxis**

1. 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.
* Ensuring timely booking of taxis.
* Ensuring that taxi arrangements are fulfilled exactly in accordance with requirements.
* Ensuring that all arrangements for taxis are communicated properly to pupils, parents and Heads of Year.
* Ensuring that taxi invoices are checked and signed off and rendered to the School Accounts office in a timely manner.
* Arrange handovers for unaccompanied minors.

# **Day Girl Transportation**

1. To liaise with the Registrar ensuring that lists of all Day pupils requiring transportation to and from the School are accurately compiled.
2. To ensure that vehicles and drivers are available, where possible, to meet Day Pupil transportation requirements, keeping the DFO/Senior Deputy Head informed.
3. To order, in timely fashion, necessary transport to service Day Pupil transportation requirements having regard to established routes.
4. To make necessary adjustments to Day Pupil transportation to account for untoward events thereby ensuring that the School’s transportation arrangements can be completed.
5. To prepare termly list of pupils undertaking Day transport. Ensuring that such lists are made available to the School Accounts Office and all transportation providers/drivers.
6. To generate and prepare necessary, detailed transportation schedules as required and to distribute them to all appropriate personnel.
7. To monitor and propose to the DFO and Senior Deputy Head necessary alterations to Day Pupil transportation routes as necessary.
8. 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.
9. Regular correspondence with parents regarding transport.

**Day Trips and Exchange Programmes**

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

**Train Tickets**1. 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**

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

**Terms and Benefits**

* **Start Date:** September 2021.
* **Working hours**.  This is a full-time position working term time plus.  Hours of work will be 37.5 hours per week.
* **Salary**.  Competitive, depending on experience.
* **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**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * 2 years’ 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.
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| **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.
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| **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.
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people.
* A satisfactory Enhanced Disclosure from the DBS.
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| **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.
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