



Job Description

Job Title:	Transport Department Co-ordinator (Part Time)
Department:	Transport
Responsible to:	Bursar
Last reviewed:	23 January 2012

Job Outline:

The post of Transport Department Co-ordinator is a part-time position and involves working 20 hours per week for 40 weeks per annum (term time plus hours equating to an additional 6 weeks). Core working hours during term time will be 8.00am - 12.00pm. Hours of work equating to the 6 additional weeks are to be allocated according to operational need. In order to ensure the smooth running of the transport function at key times, such additional hours will inevitably be required before the beginning and at the end of each term, as well as during the first week(s) of the academic year (this may include overseeing some evening departures in the first week of term). The job holder may also be required to undertake reasonable additional hours as are necessary for the proper performance of their duties.

The job holder will be responsible for the smooth, efficient and effective operation of the School's Transport Department. They will be required to follow the established departmental operating practices, ensuring that duties are carried out in line with the Transport Department's Normal Operating Procedures, Emergency Action Plans, Health and Safety Policy and Working Instructions. In addition, they will be responsible for the day to day supervision, organisation and co-ordination of the Transport department staff, and, as and when requested by the Bursar, will be required to develop existing departmental practices and procedures in order to ensure the long term efficiency and effectiveness of the Transport Department.

Please note that all duties undertaken by the job holder must be carried out efficiently, effectively, within deadlines and to standards acceptable to the College's management team.

Duties

- To be responsible for ensuring that all the day to day operational demands of the Transport Department are met in full;
- To undertake a wide range of general administrative and office duties in support of the Transport Department function, including, but not limited to typing, processing mail, using Excel and Word, making and receiving telephone calls, photocopying, research, general filing, etc;
- To administer, control and monitor transport department costs, pupil accounts and charges for transport runs;
- To assist in the preparation and distribution of management reports, including, but not limited to, budget submissions. To assist in reviewing such budgets;

- To ensure that all school vehicles are properly serviced and maintained and that all appropriate records are kept (see below for further details):
 1. To monitor daily routines, such as filling minibuses with diesel from the school diesel tank or the local garage, the care and cleaning of minibuses and their preparation for hiring's;
 2. To monitor the department in maintaining the highest standards of overall care of the minibuses, e.g. keeping windows clean, oils topped up, etc;
 3. To monitor any safety or security problems relating to the minibuses or pupils using the minibuses;
 4. To monitor the weekly collection of mileage sheets and tick sheets from other drivers;
 5. To monitor the MOT testing of vehicles.
- To take responsibility for all aspects of the correct road fund licensing of all school vehicles;
- To operate the coach booking system for the School. This will require liaison and consultation with the academic staff and Housemasters, for example;
- To assist in the daily running and termly planning of the school bus service, including, maintaining weekly records of such bookings and the preparation and dispatch of information to parents, as required;
- To maintain and co-ordinate the pupil transport routes. In conjunction with the Bursar to review and, where authorised, to amend such routes;
- To be responsible for checking and ensuring that the School's insurance details are kept up to date;
- To liaise with the School's driver trainer (or similar) regarding the list of insured drivers covered to drive school vehicles;
- To carry out all required risk assessments and to follow the policy in place to keep such information updated;
- To remain up to date with all appropriate practices, procedures and regulatory requirements within your allocated areas of responsibility and to undertake your duties in line with established Haileybury practices and protocols;
- To be responsible for ensuring that all the day to day operational demands of the Transport Department staff are met in full;
- To liaise with and to provide appropriate information and support to other members of the School staff/departments and external bodies, as required and as appropriate;
- In consultation with the Human Resources department, to be responsible for the resourcing of all Transport Department staff, including arranging sickness cover;
- To supervise and to co-ordinate the Transport Department staff. This will include, but will not be limited to, ensuring that they are following departmental practices and protocols (including, but not limited to adhering, to the required dress code) and ensuring that they are aware of school policies concerning their employment;
- To ensure that all Transport Department staff are trained to the required standards and hold required qualifications to enable them to carry out their role. To organise any required training for Transport department staff and to attend training sessions, when required;

- To keep an up-to-date training record for transport department staff;
- To provide administrative services for, and to assist in the organisation of, meetings and training courses, including, but not limited to booking meetings/training rooms, arranging refreshments and sending out joining details, staff record sheets, etc;
- To ensure a system is in place for keeping current the transport information contained in the school staff handbook and that all appropriate personnel are up to date with the rules and regulations which apply to both the UK and the EU in respect of car seats, seat belts etc;
- To drive College vehicles (including but not limited to a school minibus) when necessary and as authorised under any College transport scheme, or similar. In addition, to undertake any required training to enable you to drive College vehicles and to provide to the College all such documentation as required to ensure that you are properly authorised under any transport scheme, or similar, to drive College vehicles;
- To facilitate the promotion of the School's transport. This will, for example, require the job holder to liaise with Marketing, the Registry and Computer Support regarding open days and the School web site etc;
- In conjunction with the Bursar, to implement efficient and effective working systems and to review and improve such systems over time, as required;
- To undertake such other duties as required ensuring the smooth running of the Transport department;
- To keep the Bursar and relevant managers fully up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame;

General Duties:

- In agreement with the Bursar, to develop further existing practices, processes and procedures to ensure the smooth running and long term efficiency and effectiveness of the Transport Department;
- To establish and maintain effective communication channels and efficient/effective working relationships with other members of the Transport team, school personnel, and school customers (parents and pupils, in particular);
- To ensure that all work is supported with a transparent paper trail i.e. supported by an appropriate filing system that contains clear and accurate working papers;
- To make use of appropriate computer software and equipment and facilities in order to complete duties in the most efficient and effective way including, but not limited to word processing packages, spreadsheets, databases, etc;
- To make use of all other appropriate equipment and facilities in order to complete duties in the most efficient and effective way;
- To undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role;
- To maintain a code of confidentiality commensurate with the role;
- To undertake such other duties as are commensurate with the role of Transport Department Co-coordinator and as are required to ensure the smooth running of the Transport Department and the School. This job description will be subject to continuous review and will be adjusted/amended as necessary;

- You are required at all times to carry out your duties in a manner which neither endangers yourself nor other people and if you consider something is unsafe or likely to cause injury or ill health, you must rectify it (if safe to do so) or report it to the Bursar or the College Health and Safety Officer. You should read and understand the Employers Policy Statement on Health and Safety at Work, which is available at your place of work;
- Undertake your responsibilities at Haileybury in respect of Data Protection. Staff members are responsible for ensuring that any personal data held by them is kept securely. This includes, appropriate use of computer ID's and passwords;
- Undertake your responsibilities at Haileybury in respect of Child Protection - Please see below.

It should be noted that the above list of duties is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only. Haileybury requires its employees to take a flexible approach to working and encourages team working between different departments. Therefore, throughout their career at the School, the job holder will be required to undertake any duties as required by the Bursar, which fall within their capabilities and which are in accordance with the usual practice of an independent boarding school and/or a Transport Department.

Child Protection at Haileybury

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury. The child protection guidance for all non academic staff at Haileybury is as follows.

The College values the excellent relationships between pupils and members of staff. One of the benefits of these open and friendly relationships is that there are a large number of adults available for pupils to discuss their worries or concerns with.

There may be times when you become concerned about a pupil who might, for any reason, be unhappy or frightened. If you have such concerns, or if a pupil or another adult approaches you with such worries, it is important that you follow the procedure below.

- (1) If a pupil or another adult comes to you with an allegation or suspicion of abuse or bullying, you should react sympathetically. Listen to their concerns but avoid asking questions.
- (2) As soon as possible after the conversation contact either you Head of Department, the Bursar or the Second Master, who acts as the Child ACT Officer for the College
- (3) Never give an unconditional promise of confidentiality. Make it clear that the information will be shared with the persons responsible for child welfare. The Second Master is always available for help and guidance on issues concerning pupil welfare. He can be contacted on:
 - 01992 706209 (internal 6209) Office
 - 01992 706233 (internal 6233) Home

As part of your induction, the Human Resources Department will issue you with a small card which provides the above guidance. Please ensure that you keep this card with you at all times when on the Haileybury site.

Data Protection at Haileybury

Haileybury adheres to the Data Protection Act 1998. In order for us to fulfil our obligations as your employer, we store information about you. This may include information which may be considered to be sensitive personal data, e.g. Recruitment documentation, payroll and tax information, sickness records, records relating to promotion, transfer, training, disciplinary matters, physical and mental health, any criminal convictions you may have, etc.

All information will be kept confidentially and accessed only by an appropriate member of staff. Data will be held indefinitely. Under the Data Protection Act 1998, you have the right to request access to the information we hold about you. We may charge you a fee for providing this information. Signing below indicates that you have read this statement, and are happy for the school to use this information for the purpose described. A copy of the College's Data Protection Policy is available on request from the Human Resources Department.