



## Person Specification

**Job Title:** Transport Department Co-ordinator

**Department:** Transport

**Last reviewed:** January 2012

### Essential

#### **Personal Qualities:**

- Well organised
- A motivator and a team player
- Ability to prioritise and to work to deadlines and under pressure
- Able to work individually as well as on own initiative
- Good communication and interpersonal skills at all levels in both oral and written formats
- Smart appearance
- Accurate and an eye for detail
- A facility for numbers commensurate with being able to understand and control capital and revenue budgets
- Literate and computer literate
- Confident, self motivated
- Ability to learn and to develop further their skill sets
- Honest, polite, reliable, resourceful, flexible, committed and self motivated

#### **Experience and Qualifications:**

- Proven experience of working in a team environment and supervising people.
- Proven experience of working within strict financial budgets.
- Proven experience of managing quality control and ensuring safe working practices.

#### **Skills:**

- Able to understand and to operate within a school culture, whilst at the same time ensuring the effective management of the Transport function and providing a first class service to the Haileybury client group.
- Able to ensure that all practices and protocols within the Transport department continue to develop and remain up-to-date and in line with best practice.
- Able to ensure that best value is gained from all resources made available to Transport function.
- Able to communicate effectively and appropriately with all factions of the client group, including, academic staff, support staff, parents, pupils and third party suppliers.
- Computer Literate - Detailed working knowledge of the MS Office Suite.
- A sound knowledge of relevant health and safety protocols.
- Able to drive and hold a valid driving licence.

### Desirable

**Experience:**

- Experience of supervising or working within a Transport department.
- Experience of working in a school or other educational institute.
- Knowledge of passenger transport.

**Qualifications:**

- Category D1 or D or C drivers licence
- Management Skills
- Health and Safety
- First Aid