



**Job Title** : Transport Coordinator  
**Responsible to** : Operations Manager  
**Department** : Operations (Estates)  
**Last reviewed** : Sept 2020

### **Job Outline and Purpose:**

The Transport Coordinator will be responsible for the coordination of the Haileybury pupil transport service within the Operations Department. They will also work with the Operations Manager in the provision of an appropriate fleet of vehicles and vehicle movements on site.

They must ensure that the health, safety and welfare of all pupils are of paramount importance by certifying that the Transport Department and all its activities are legally compliant.

The post holder will contribute to and implement the school's transport strategy, delivering an agreed development plan to achieve its objectives.

The nature of a 24hr a day, 7 days per week boarding school require staff to work flexibly and as the School is used by pupils at weekends, which are also the time most parents visit the School, there may be a requirement for the job holder to work early mornings, evenings and weekends.

### **Duties:**

The post-holder will:

#### **Strategic**

Proactively support and assist the Operations Manager in:

- The preparation and review of the School's transport strategy, policies and procedures
- Facilitating the promotion of the school's transport service, working closely with Admissions and marketing regarding open days, required bus routes and service levels

#### **Day to day**

- Supervise and roster the transport team as required, making sure that they are resourced sufficiently at all times
- Ensure compliance with health, safety and welfare legislation, policies and procedures
- Advise and support colleagues in regard to transport matters
- Monitor current processes and practices, working to facilitate any necessary changes to ensure an effective and efficient delivery is provided as directed by the School and its needs
- Oversee the integration of all transport data in to the School's MIS system and generally ensure the most efficient use of digital technology within the department is maximised

- Ensure all staff driving school vehicles have been appropriately assessed and that they comply with both legal and School requirements to drive the correct class of vehicle, capturing and maintaining all records in relation to this
- Administer, control and monitor transport department costs, pupil accounts and charges for transport runs, preparing budget submissions when required

### **Pupil Transport**

- Coordinate the termly planning and daily running of the school bus service, whilst maintaining weekly records of bookings and ensure the preparation and dispatch of required information to parents is completed
- Maintain, coordinate and monitor the pupil transport routes and in conjunction with the Operations Manager, Registrar and other appropriate bodies, review and where authorised, amend required routes
- Ensure the efficient operation of the coach booking system for the School to cover co-curricular demand, monitoring the vehicle-booking diary and arbitrate at periods of high demand
- Respond to all other requests from the client base for vehicles and/or drivers for co-curricular activities, in consultation with the Deputy Head (Co-curricular), Director of Sport and Co-curricular administrator

### **Vehicle Fleet**

- Maintain an asset register of all School vehicles
- Ensure all School vehicles comply with the legal requirements and best practice for their use, so they are appropriately inspected, maintained and serviced, with detailed and relevant records kept
- Ensure all School minibuses have a current Section 19 permit and operate under the relevant requirements and guidelines of the Vehicle Operating Standards Agency of the Traffic Commissioner
- Provide advice and guidance to department heads in their responsibility to ensure their School vehicles are appropriately inspected, maintained and serviced, with appropriate records kept
- Assist the Operations Manager in the move towards a complete fleet management approach to all School vehicles

### **Compliance**

- Work with the Operations Manager, Operations and Estate teams to manage, monitor and oversee vehicle movements on site, as well as working to make pedestrian movements on site as safe as possible.
- Stay abreast of changes in regulations on vehicles movements, such as Section 19 permit requirements, DVLA standards, road traffic legislation etc

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

### **Person Specification**

#### **Experience**

- Experience of managing or supervising a team
- Proven experience in an administrative role in a busy, multi-disciplined environment, preferably in the Transport or Logistics industry
- Experience of working in a school or other educational environment
- A record of accomplishment of demonstrating confidence and ability to deliver
- Knowledge of health and safety operating protocols and regulations
- Ability to manage a budget

## **Skills**

- Good level of computer literacy, particularly Outlook, Word, Excel & Powerpoint
- Excellent communication skills with all relevant client groups, both internally and externally
- Ability to understand and operate within a school environment
- Well organised with the ability to prioritise work to deadlines and under pressure
- Ability to work in a way that promotes the safety and wellbeing of children and young people
- Ability to work in a team and individually, using own initiative
- Flexible with the ability to adapt to changes to work schedules
- Accurate with an eye for detail
- Good numeracy and literacy skills
- Confident, self-motivated and proactive
- Enthusiastic with the ability to learn
- Honest, polite, reliable, resourceful, flexible, punctual and committed
- Excellent written and oral communications

## **Child Protection at Haileybury**

Though this role does not require the direct supervision of pupils, 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.

## **Health & Safety at Haileybury**

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. 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 your immediate manager or the Health and Safety Manager.

## **Data Protection at Haileybury**

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

## **Code of Conduct Statement**

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.