



Job Description

Job Title:	Vehicle Maintenance Assistant
Department:	Estates - Transport
Responsible to:	Operations Manager
Last reviewed:	January 2024

Job Outline

Haileybury are seeking to appoint a Vehicle Maintenance Assistant for 25 hours per week, term time only. Core working hours are Monday to Friday, 8:00am – 1:30pm. Due to the nature of working in a boarding school, the post holder may also be asked to undertake reasonable additional hours as and when required.

The primary objectives of the role are to carry out basic maintenance duties, collaborate with external providers for servicing and MOT testing including driving the minibuses to such appointments, undertake general checks and the daily cleaning of vehicles, ensuring the School's fleet of minibuses are ultimately safe and efficient for the transportation of students. In addition, the post holder can be called upon to act as a Relief Minibus Driver.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Duties

- to undertake daily routines, such as, filling minibuses with diesel from the school diesel tank, care and regular cleaning of minibuses and their preparation for runs;
- to undertake routine checks and regular cleaning of the School's fleet;
- to assist the department in maintaining the highest standards of overall care of the minibuses, e.g., keeping windows clean, oils topped up, etc;
- to promptly report to the Estates Coordinator – Transport/Operations Manager, any safety or security problems relating to the minibuses or pupils using the minibuses;
- to undertake a weekly coordination of mileage sheets and tick sheets from Minibus Drivers and share with Estates Coordinator - Transport;
- to move the minibuses as requested;
- to highlight vehicle MOT and service dates;
- to drive vehicles for MOT testing and any other reasonable driving requests;
- to keep the Transport yard area clear of rubbish;
- to unlock the fuel tank first thing and to lock-up at end of the morning;
- to monitor the fuel tank levels regularly and order in fuel as required;
- to collect full fuel records and replace paperwork from the fuel tank, sharing with the Estates Coordinator - Transport;

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- to maintain and update the vehicle folders;
- to undertake daily external vehicle checks for incidental damage;
- to undertake routine maintenance checks on school buggies.

Relief Minibus Driver Duties:

- to cover (sometimes at short notice) routine route drivers as required;
- to familiarise yourself with each designated route;
- check the minibus prior to driving to ensure that there are no faults;
- to complete a mileage record sheet for each bus run;
- to drive to pick up points as indicated by the Estates Coordinator – Transport/Operations Manager ensuring that the pupils are picked up on time and to arrive at school at 8.15am (traffic and weather permitting);
- to drop pupils off at School Houses or drop off points. Ensure the side passenger door is used by the pupils to enter and leave the minibus;
- to return the Minibus to the Transport yard area, remove rubbish from the vehicle and ensure that it is left clean and tidy, including clicking the seatbelts together and making sure they are in good working order;
- to check the minibus and report any faults or damage to the Estates Coordinator – Transport/Operations Manager at the earliest opportunity;
- to ensure that the minibus is left locked with all doors and windows closed;
- to be responsible for ensuring that the minibus is not left completely or nearly empty of fuel;
- to report all complaints and incidences with pupils, parents or the public to the Operations Manager on return to the School;
- to not enter into any agreement with parents for picking up and dropping off children at any points not agreed at the time of booking with the Estates Coordinator – Transport or Operations Manager;
- to take all reasonable steps to ensure the safety and well-being of pupils under your care and supervision. This includes, ensuring that pupils within your care remain well behaved.

General Duties:

- in agreement with the Operations Manager, to introduce processes and procedures, where necessary and appropriate;
- to establish and maintain effective communication channels and efficient/effective working relationships with other members of the Transport team, School personnel, and suppliers;
- to keep the management team 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;
- to make use of appropriate equipment and facilities in order to complete duties in the most efficient and effective way;
- undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first-class service required for this role;
- to undertake any required training to enable you to drive School vehicles and to provide to the School all such documentation as required to ensure that you are properly authorised to drive School vehicles;
- you are required at all times to carry out your duties in a safe manner, so as not to endanger yourself or other people. If you consider something is unsafe or likely to cause injury or ill health, you must report it to the Operations Manager;
- to be aware of and report any security risks posed within the School;
- to undertake such other duties as required ensuring the smooth running of the Transport department and the School;

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality, Diversity and Inclusion

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Vehicle Maintenance Assistant Person Specification

	Essential	Desirable
Qualifications		
Full UK driving licence with categories D or D1	✓	
Good general level of education (to GCSE level or equivalent)	✓	
Knowledge, Skills and Experience		
Previous experience of vehicle maintenance	✓	
Previous experience of either driving a coach or minibus		✓
Working in a school or other educational environment.		✓
Excellent customer service skills	✓	
Personal Attributes		
Good communication and interpersonal skills at all levels	✓	
Able to work unsupervised and on own initiative	✓	
Proactive and self-motivated	✓	
Willingness to work flexibly when required, and the ability to adapt to the needs of the role	✓	
Conscientious and punctual	✓	