

JOB PROFILE

TRANSPORT SUPERVISOR

To start September 2022
(or as soon as possible thereafter)



Luckley
HOUSE SCHOOL



TRANSPORT SUPERVISOR

OVERVIEW

We are looking to appoint a Transport Supervisor who is able to demonstrate a high level of organisational skills with excellent interpersonal skills. The supervisor will be responsible for overseeing the School's transport service, and provide first line management of, and cover for, our team of School Minibus Drivers.

TERMS & CONDITIONS

Hours of work: Monday to Friday (07:00 to 12:00 noon)

Term time only plus two weeks in school holidays

On call duties as specified in the job description

Salary: £27,008 FTE

NON-CONTRACTUAL BENEFITS

- School's Pension scheme as well as a death in service benefit
- Staff discount on basic tuition fees subject to the member of staff's child(ren) meeting the entrance requirements
- Staff carpark
- Employee Assistance Programme (EAP)
- Free lunches
- Use of the school gym.



JOB DESCRIPTION

Main Duties

- Communicate daily with drivers to ensure that they have reported for duty and that they understand their duties for the day, and answer any queries that they may have.
- Carry out minibus spot checks, record findings of defects / uncleanliness and assign drivers to deal with these matters, or escalate findings to the General Services Manager as appropriate.
- Drive a morning School run, and provide cover for afternoon School runs on an ad hoc basis.
- Carry out a regular programme of weekly minibus safety and condition checks to ensure that vehicles are roadworthy and safe to use, arranging rectification of defects found or reporting defects to the General Services Manager as appropriate.
- Take overall responsibility for maintaining the minibus fleet in a clean and well presented condition, assigning cleaning duties to spare drivers as appropriate and liaising with the General Services Manager and / or external contractors as appropriate to arrange bodywork and livery repair.
- Act as a first point of contact for Vectare, the School's transport management / consultancy partner, and liaise with Vectare in relation to the planning and delivery of home to School minibus routes.
- Maintain a forward planner for minibus maintenance, ensuring that minibuses are booked in for their nine-weekly Periodic Maintenance Inspection (PMI), taken to, and returned from PMI, and that PMI records are stored in an orderly, accurate and up to date fashion.
- Ensure that when a minibus is removed from the road for planned or unplanned maintenance a spare minibus is available to maintain service continuity, or in the event of no spare minibus being available, liaise with Vectare to arrange a coach operator to provide short term cover.
- Keep detailed records of all maintenance and repair work undertaken on the minibus fleet.
- Host, attend and facilitate internal and external meetings related to the operation of the School's transport services.
- The duties listed above are only an outline of the tasks and responsibilities of this role. You may be asked to undertake other reasonable duties as requested of you by the General Services Manager or the Bursar.

On Call Duties

Where a School Minibus Driver is unavailable for an afternoon school run you would be expected to cover this run.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Full UK driving licence with Category D or D1 (we are able to accept candidates who have a D1 driving entitlement with the 101 restriction code)	✓	
SKILLS		
Excellent interpersonal skills and the ability to build relationships with a variety of stakeholders	✓	
Excellent written and oral communication skills and meticulous attention to detail	✓	
Ability to manage multiple projects/events and plan, organise and determine own workload to meet tight deadlines	✓	
IT literate	✓	
PERSONAL QUALITIES/DISPOSITION		
Friendly, flexible, helpful and customer focussed disposition	✓	
Ability and willingness to support colleagues	✓	
Ability to assume responsibility for your own work	✓	
Ability to think strategically and creatively, as well as having an eye for detail	✓	
A proactive attitude and ability to use own initiative	✓	
BACKGROUND/EXPERIENCE		
Prior experience of frontline supervisory duties (any industry)	✓	
Prior experience in a driving role (any vehicle, any industry)	✓	
Prior experience of working with young people		✓

HOW TO APPLY

For further details please contact Mrs N Hall, HR Manager on 0118 978 4175 or email narene.hall@luckleyhouseschool.org

Alternatively, an application can be downloaded and submitted via the TES website at: www.tes.com/jobs/employer/-1002273

Closing date: **Friday 9 September 2022** (noon)

We reserve the right to interview and appoint before the closing date.