**MAIDWELL HALL SCHOOL**

Role description

**Job title:** Transport Manager

**Reports to:** Operations Manager

**Job purpose**

* Set up, launch and run a wholly reliable home-to-school and school-to-home bus services for pupils aged 4 to 13 from scratch, ready for 1 September 2023.
* Manage Maidwell’s pupil transport service, including the facilitation and management of minibus leases, timetabling, bus passes, pupil invoicing and liaison with parents and staff.

**Job context**

Maidwell Hall is an independent day and boarding Prep and Pre-prep school in set in the beautiful landscape of Northamptonshire, educating boys and girls from the age of four to thirteen. The School provides a holistic all-round academic education with wonderful opportunities in sport, music, drama, arts and outdoor activities.

Maidwell Hall is part of the Uppingham Group of Schools, and is the subject of significant investment towards its growth and success.

**Your accountabilities**

1. **Launch:** set up and launch a home-to-school bus service for pupils of Maidwell Hall by 1 September 2023: lease minibuses, recruit and manage drivers, negotiate vehicle maintenance contracts, procure transport management software, produce suitable risk assessments, communicate with parents and take bookings.
2. **Service:** deliver a wholly reliable service on a daily basis in term-time, running an efficient booking and charging service, liaising with parents and staff, and dealing with any complaints or concerns raised by parents, pupils, staff or the general public in a swift and courteous manner, and recorded appropriately.
3. **Drivers:** recruit, deploy, manage and support a team of reliable minibus drivers with appropriate driving licences, and maintain complete records of driver training.
4. **Minibuses:** manage and maintain the School’s minibus fleet in full compliance with all vehicle and driver regulations and Health and Safety law, including the following:
	* Individual vehicle logs, including maintenance records
	* Repair and maintenance schedules, including MOTs where necessary
	* Routine maintenance such as tyre pressures, oils levels, cooling systems, windscreen washer etc.
	* Routine cleaning
	* MiDAS minibus awareness scheme
	* Insurance cover (in collaboration with Uppingham’s Finance Director)
	* Compliance with all legal and insurance requirements
	* Accurate and complete journey records including mileage and nature of journey
	* Minibus replacement programme
	* Additional minibus hire when the need arises.
5. **Legal compliance:** maintain compliance with all relevant Health and Safety, legal (e.g. s19 permits) and driving hour requirements at all times. Liaise with professional organisations for updates on transport issues and regulations.
6. **Software:** procure and set up transport management software to manage routes, bookings, pupil absences, charging, and driver and parent communications.
7. **Pricing and budgeting:** liaise with the Finance Department over costs and pricing with the aim of the service breaking even; verify purchase invoices for accuracy and approve for payment; and provide budget estimates for all costs.
8. **Pupil trips:** liaise with department heads over minibus needs for all school trips, away games etc.
9. **Environment:** liaise with Head of Energy & Environment Sustainability over the environmental impact of the fleet.
10. **Expansion:** expand the service as the School grows, launching new routes as required.
11. **Other:** undertake occasional driving as required, and any other duties as might reasonably be expected by the line manager.

**Qualifications, skills and experience, personal qualities**

**Qualifications**

Essential Clean driving licence

Desirable D1 / PSV licence

 Certificate of Professional Competence for Transport Managers

**Skills and experience**

Essential Prior experience of running passenger transport operations

 Knowledge of applicable transport regulations

Strong IT skills (including specialist passenger transport software)

 Knowledge of Health and Safety regulations

Strong organisational skills (planning, scheduling, anticipation, problem-solving, working to deadlines)

 Excellent team manager

Preferred Basic knowledge of vehicle maintenance

 Good geographical knowledge of East Midlands

**Personal qualities**

Essential Excellent communicator: personable, diplomatic and friendly

Quick ‘can-do’ problem solver

Patient and resilient

## Key relationships

**Direct reports:**

* Drivers

**Other key relationships:**

* Headmaster
* Heads of Department
* Parents
* Members of Uppingham School’s Business Leadership Team (Bursar, Finance, HR, Estates, Health and Safety, Operations, Commercial, IT, Marketing & Communications)

## Terms and conditions

Working hours Monday-Saturday, ‘term-time plus’ 35 weeks per year.

Some out of hours work will be required, as befits a senior managerial position, including possible emergency attendance

Salary £30,000 FTE, prorated for parttime working.

Probation period 6 months

## Benefits

Holidays The annual holiday entitlement is all School holidays, except for the additional 3 weeks before the start of each term.

 No holiday ma be taken during working weeks.

Pension scheme Defined contribution scheme:

Benefits Free Westfield Healthcare

 Free staff lunches during term-time

 School fee discount for children of Maidwell Staff

 Retail, gym, supermarket, cinema and restaurants discount

 Cycle to work scheme

 Employee assistance programme

 Occupational health service

 Free annual Flu jabes

 Recognised as a ‘Disability Confident’ employer

 Recognised as a ‘Mindful’ employer

## Safeguarding

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School’s Safeguarding (Child Protection) Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School’s Designated Safeguarding Lead (DSL) or to the Headmaster.

## Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by the School from time to time.

**Applications**

Applicants should complete the School’s application form, which can be obtained from the website ([www.uppingham.co.uk](http://www.uppingham.co.uk)) and returned, when completed, to hr@uppingham.co.uk, 01572 822216.

The HR Department

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