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# Role Description

## Job title: Transport Manager

## Reports to: Operations & Procurement Director

## Job purpose

* **This is a new role** to manage all aspects of transport for the Uppingham Group of Schools (‘UGS’), both for pupil transport and for school operations (vehicles, drivers, compliance), including the ‘grey car’ fleet. This comprises c. 10 minibuses and c. 30 vans, tractors, etc.
* Set up, launch and run a wholly reliable home-to-school and school-to-home bus services for Uppingham School pupils from scratch, ready for 1 September 2024.
* Share administrative responsibilities with a Transport Administrator, in order to cover the early morning and evening services on a rotating shift basis.

## Job context

The Uppingham Group of Schools currently comprises Uppingham and Maidwell Hall schools.

**Uppingham School**, founded in 1584, is a leading co-educational independent boarding school. It has a strong academic profile and excellent pastoral care with an international reputation, and state-of-the-art science, sports and music facilities. Its 850 pupils, aged 13-18, are accommodated in 15 boarding houses, taught by over 20 academic departments, and participate in numerous extra-curricular activities such as sports, music, and drama. The academic programme is supported by business units responsible for marketing, estates, finance, HR, IT, operations (catering and cleaning), health and safety, and the School’s trading subsidiary.

In term-time (32 weeks each year) the School operates seven days a week. In the Easter and summer holidays, it operates a programme of commercial lettings. It has c. 550 full-time and part-time employees from about 40 different professions, among whom the teachers report to the Headmaster and (from September 2024) the support staff to the Chief Operating Officer.

**Maidwell Hall School** is a small co-educational day and boarding Prep and Pre-prep school of 150 pupils aged 4-13 in Northamptonshire, which merged with Uppingham in September 2022. Maidwell Hall launched its home-to-school service in September 2023 on two routes.

In September 2024 Uppingham School will open its first **Day House**, requiring the provision of a transport service between home and school. Initially this will consist of two routes, but as the Day House fills, the number of routes will grow.

*Uppingham is committed to Equality, Diversity and Inclusion and welcomes applications from anyone who feels they could fulfil the role.*

## Your accountabilities

1. ***‘Home to School’ service***
2. **Launch:** set up and launch a home-to-school bus service for pupils of Uppingham School by 1 September 2024, initially using existing minibuses and drivers. Evaluate and, if necessary, procure transport management software; produce risk assessments; take parent bookings; and establish reliable real-time communication systems with parents.
3. **Service:** deliver a wholly reliable, timely and safe service on a daily basis for both schools in term-time, running an efficient booking and charging service, liaising with parents and staff on a real-time basis, 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.
4. **Drivers:** recruit, deploy, manage and support a team of reliable minibus drivers with appropriate driving licences; maintain complete records of driver training; and provide training
5. **Minibuses:** manage and maintain the Group’s minibus fleets (Uppingham and Maidwell) 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
6. **Software:** evaluate existing *or* procure new 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; ensure accurate billing of parents using the home-to-school service; verify purchase invoices for accuracy and approve for payment; and provide budget estimates for all costs.
8. **Expansion:** expand the service as Uppingham’s and Maidwell’s day pupil provision grows, launching new routes as required.
9. ***Transport management & administration***

*This section covers all aspects of UGS transport: minibuses; operations (Grounds, Gardens, Maintenance and Catering vehicles); and the ‘grey car’ fleet (private vehicles used on UGS business).*

1. **Driver supervision:** recruit, induct and manage team of drivers; monitor driver discipline, including teachers (safe driving, vehicle checks, tracking data; accidents; etc.); manage approved driver status, including for ‘grey car fleet’; maintain accurate ‘driver status’ records on *DAVIS* software; arrange *MiDAS* training with UGS approved trainer.
2. **Medical drivers:** manager rota of ‘medical drivers’ for taking pupils to/from hospital appointments; liaise with Boarding House matrons for call-out of medical drivers as and when required.
3. **Vehicles:** manage procurement, branding (under Marketing guidance), servicing, cleaning, breakdown cover and taxing of all types of vehicle; manage deployment of minibus fleets (availability, booking, keys etc.), liaising with department heads as required; arrange external vehicle hire as required for ‘away’ matches and school trips.
4. **Legal compliance:** maintain compliance with all relevant Health and Safety, legal (e.g. s19 permits) driving hour requirements, and driver certification (e.g. for specialist vehicles such as tractors) at all times; liaise with professional organisations for updates on transport issues and regulations.
5. **Data:** maintain records of vehicle bookings, mileages, journey types, service histories, roadworthiness; maintain data on minibus usage patterns (to guide vehicle replacement decisions).
6. **Third party transport providers:** establish relationships, tender and negotiate services and contracts with reliable third party transport providers.
7. **Financial:** budget annual running costs; manage internal mileage cost re-charges to Departments, liaising with Finance Department.
8. **Insurance:** arrange new vehicle insurance cover via Finance Department; liaise with Finance regarding any accident claims.
9. **Environment:** liaise with Head of Energy & Envionment Sustainability over the environmental impact of the UGS vehicle fleet.

## Qualifications, skills, experience and personal qualities

**Qualifications:**

Essential Clean driving licence

Certificate of Professional Competence for Transport Managers

Desirable D1 / PSV licence

**Skills and experience**

Essential Prior experience of managing passenger transport operations, preferably in schools

 Prior experience of managing complex vehicle and driver services

 Knowledge of applicable transport regulations

Strong IT skills (including specialist passenger transport software)

 Thorough knowledge of applicable Health and Safety regulations

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

 Excellent and collaborative teamwork

Desirable Basic knowledge of vehicle maintenance

 Good geographical knowledge of East Midlands

**Personal qualities**

Essential Excellent and rapid communicator: personable, diplomatic and friendly

 Decisive and quick ‘can-do’ problem solver

 Patient and resilient

## Key relationships

**Direct reports:**

* Transport Administrator

**Other key relationships:**

* Health & Safety Manager
* Registrar (Director of Admissions)
* Maidwell Hall Facilities Manager
* Assistant Head, Co-Curricular
* Director of Sport
* Chief Operating Officer
* Marketing Director
* Estates Director
* Finance Director
* Catering Contractor (Aramark)

## Terms and conditions

Working hours 38 hours per week

 32 weeks in term-time plus (estimated) 2 weeks outside term-time

On a rotating split-shift basis with a Transport Administrator, to ensure coverage of morning and evening service, from 6:30am to 7:30pm.

Salary £42,000 (full-time equivalent, pro-rated for part-time working)

Probation period 6 months

## Benefits

Holidays The annual holiday entitlement is all Uppingham School holidays except for two weeks. No holidays may be taken during term time.

Public holidays that fall within term time are normal working days.

Pension scheme Defined contribution scheme: employee contribution matched by School by factor of two, up to 10% maximum.

Benefits 50% contribution to premiums for School’s private health scheme

Death in service cover with a lump sum of twice annual salary

 Free membership of dual-use Sports Centre (£25 annual admin fee)

 Free staff lunches in term-time

 School fee day place discount for children of staff

Retail and restaurant discounts, via Westfield platform

Cycle to work scheme

Free annual ‘flu jabs

Employee Assistance programme

Contributory Pension Scheme

Occupational Health services

Westfield health care package

Recognised as a “Disability Confident” employer

Recognised as a “Mindful” employer

Recognised as “Investors in Diversity”

## 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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