# Job Description

## Job Title: Transport Administrator

## Reports to: Transport Logistics Manager

## Job context

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 840 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, cleaning, and procurement), health and safety, and the School’s trading subsidiary.

In term-time (about 32 weeks each year) the School operates seven days per week. In the Easter and summer months it operates a commercial lettings business. The School employs c. 600 full-time and part-time staff in about 40 different professions, among whom the teachers report to the Headmaster and the business support staff to the Bursar. The School is a company limited by guarantee and a registered charity and governed by 20 voluntary Trustees who are responsible for guiding the Headmaster and Bursar in matters of governance and strategy.

The estate covers 125 non-contiguous acres, almost one mile apart at its extremities and interspersed by town housing and retail properties. It includes 59 acres of playing fields, 14 acres of gardens, and a built estate of 80 buildings, mostly large, many old, and 23 with listed status. Buildings include teaching blocks, assembly buildings, boarding houses, staff housing, administrative and technical accommodation, sports facilities, a dual-use Sports Centre, and a commercial theatre.

The Uppingham Group of Schools also includes Maidwell Hall School in Northamptonshire, which educates pupils from ages 4 to 13, and Uppingham School Enterprises Ltd (Uniform Shop, Sports Centre, and external lettings). Uppingham Cairo will open in 2024, with Uppingham Vietnam planned for the following year.

The Group Transport team is based at Uppingham and consists of a manager, administrator, and drivers.

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

## Job purpose

To support the accurate and efficient management of the School’s vehicle fleet and home-to-School bus service.

* Coordinating all elements of the vehicle fleet.
* Coordinating and scheduling school transport services.
* Managing transport-related documentation and reporting.
* Liaising with parents, schools, and transport providers to ensure smooth operations.
* Maintaining accurate records of transport schedules, routes, and pupil information.
* Handling inquiries and resolving issues related to school transport.

## Your duties

1. Fleet maintenance: Coordinating booking and vehicle movements of repairs, checks and MOT’s. Ensuring the relevant vehicle permits are secured in good time and maintained. Assist in vehicle procurement.
2. Scheduling and Planning: Organising transportation services, planning routes, and assigning drivers to ensure timely deliveries.
3. Documentation: Maintaining accurate records.
4. Budget Management: Managing budgets, processing purchase orders, and handling payments.
5. Compliance: Ensuring all transportation activities comply with relevant regulations and School policies.
6. Coordination: Mediating between managers, drivers, and other departments to optimise transportation services.
7. Customer Service: Handling parent and School queries and escalating serious complaints to management.
8. Monitoring: Tracking drivers’ logbook entries and performing payroll administration. Monitoring that driver training and performance is in line with School expectations.
9. Policy Development: Developing and implementing improved transportation administration policies and procedures.
10. Delegate for the Transport Logistics Manager as required.

These responsibilities require strong organisational skills, diligence, and the ability to work well under pressure. Driving may also be a requirement.

## Qualifications, skills and experience, personal qualities required:

**Qualifications:**

* GCSEs in English and Maths, or equivalent.
* Qualifications in administration or logistics (desirable)

**Experience:**

* Experience in transport administration or a related field (desirable)
* Experience in an educational setting (desirable)

**Skills:**

* Strong organisational and multitasking abilities.
* Excellent communication and interpersonal skills.
* Strong IT skills including scrutiny and analysis of data
* Proficiency in using administrative and transport management software.
* Attention to detail and problem-solving skills.

**Additional Requirements:**

* A full UK driving licence.

**Personal qualities:**

* Excellent verbal and written communication skills at all levels of the organisation
* Accurate with meticulous attention to detail
* Quick learner with the ability to follow instructions
* Positive, ‘can-do’ and forward-looking attitude, able to work in a busy environment, and with a strong personal work ethic
* Diplomacy and sense of humour

## Key relationships

* Pupils
* Parents
* Transport Logistics Manager
* Director of Operations and Procurement
* Admissions Department
* Marketing Department
* Finance Department

## Terms and conditions

Working hours 35 hours per week, 36 weeks per year.

Typically working early starts or late finishes as agreed.

Salary £20,656 per annum (FTE £26,627)

Probation period 6 months

## Benefits

Holidays The annual holiday entitlement is all Uppingham School holidays, except for the four additional weeks out of term time you are required to work. Public holidays in term time are normal working days; a day off in lieu is given at another time.

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

Benefits 50% Contribution towards premiums for the School’s private health scheme

Discount on School fees

Discount at a local nursery in Uppingham

25% Discount on holiday club fees for children of Uppingham or Maidwell Hall staff

Westfield healthcare

Westfield Rewards which gives discounts at various retailers, gyms, cinemas, and restaurants

Contributory pension scheme

Employee Assistance Programme

In house Occupational Health Service

Membership to dual-use Sports Centre (with a £25 annual joining fee)

Free staff lunches during term-time

Free annual Flu vaccinations

Complimentary staff ticket for select School performances

Cycle to Work scheme

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 s/he is responsible, or with whom s/he comes 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 s/he must report any concerns to the School’s Designated Safeguarding Lead or to the Headmaster.

**Note**

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