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**JOB DESCRIPTION**

**JOB TITLE:** Transport Assistant

Part-time, term time only

**GRADE:** AS10 – AS14 (Support Staff Salary Scale)

**REPORTING TO:** Facilities Manager

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**ROLE OVERVIEW**

The Transport Assistant will be directly responsible to the Facilities Manager for providing effective and efficient organisation of the school’s daily transport requirements and management of our school fleet. This role will also be required to assist the Facilities Manager with coordinating drivers’ schedules and other tasks related to the smooth running of the department. This position requires someone who is flexible and willing to work outside normal hours where necessary.

**KEY TASKS AND RESPONSIBILITIES**

**Transport**

* Coordinate all transport requirements and the use of school vehicles
* Arrange hire of additional vehicles ensuring value for money
* Ensure all drivers packs are prepared and updated with relevant documents
* To conduct driver declaration checks
* Maintain accurate records and produce daily record sheets
* Ensure vehicles are clean and fuelled ready for trips
* Collate pupil travel data on a weekly basis and present to finance at the end of every term
* Help scheduling of drivers ensuring sufficient cover for school bus runs.
* Help scheduling of drivers for additional school trips.
* Ensure transport yard is clean with vehicles correctly parked
* Produce and distribute transport booking sheets on a weekly basis
* Maintaining costing spreadsheets of vehicle hires

**Miscellaneous**

* Carry out other reasonable tasks as required for the effective and efficient running of the Facilities Department
* Be prepared to drive school vehicles

**PERSON SPECIFICATION**

**Essential**

* Personable, with strong written and verbal communication skills
* Valid and clean driving licence
* Strong organisational skills with the ability to prioritise and manage workload
* Proven ability to provide high quality customer service in a busy environment
* Excellent administrative and organisational skills
* Proficient in Microsoft Office, in particular Excel
* Willingness to be flexible
* Ability to use your own initiative, and work as part of a team
* Sensitivity to the ethos of a Methodist foundation school
* An empathy and understanding of Independent Schools

**Desirable**

* Good understanding of vehicles and terminology used
* Proven experience of transport management
* Proven experience of administrative roles
* D1 driving license and experience of driving fleet vehicles
* Ability to work outside normal office hours

**ADDITIONAL**

* Truro School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment and behave accordingly. Although there is no direct responsibility for children, this role may involve contact with children or young people.
* This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.
* Any provisional offer of work will be subject to satisfactory completion of all necessary pre-employment checks, including an enhanced DBS check and written references. You will be unable to work until the necessary checks are completed.

**Date reviewed: July 2019**

**Reviewed by: Facilities Manager**