



Transport Supervisor

Appointment Brief

Closing date : 16 October 2017

One of the top co-educational schools in the country



The Role

Supervises all day to day aspects of the transport service for 11 routes (including 7 routes managed by external coach company) for the benefit of its users and within the agreed budget for this service. Ensures that the School's fleet of minibuses are kept in excellent working order. Oversees an effective booking system for ad hoc minibus use for School activities.

Reports to: Estates Bursar who has overall responsibility for transport.

Direct reports: 1 full time resident driver and 3 part time, term time drivers.

- Supervise the service on a day to day basis and drive one of the regular routes.
- On a yearly basis plan the day transport routes with the Estates Bursar to reflect demand
- Ensure that all passenger carrying fleet (currently 8 minibuses & 12 other vehicles) are serviced, repaired, safety inspected, taxed, insured, MOT tested, cleaned and kept roadworthy and in excellent working order with the assistance of the resident driver
- Maintain up to date records of all vehicle servicing, safety checks, MOT's, road tax, permits
- Ensure that accidents and damage to vehicles are reported and repaired in a timely manner
- Oversight of other fleet vehicles (Maintenance, Grounds and other Support departments) for servicing, mechanical and bodywork repairs, insurance, road tax and MOT's
- Ensure all minibus and mpv drivers undergo initial driver training and assessment and that they are reassessed at a maximum 4 year interval
- Check driving licences annually, obtain annual driver declaration forms with the support of the Bursar's PA and maintain a list of all authorised drivers
- Maintain a minibus booking process to be used by all staff.
- Assist with the end/beginning of term airport transport process for boarders.
- Liaise with the HR Department in the organisation of DVLA health assessments.
- Advise parents on the most suitable routes for their children
- Maintain a register of all the pupils using the service on a continuous basis with support from the Bursar's PA
- Ensure the drivers maintain a daily register of pupils being transported to and from school



The Role

- Ensure all staff in the department comply with the Staff Handbook
- Assist the Estates Bursar in the annual performance reviews of the driving team and ensure identified training and development needs are implemented; assisting in the recruitment of drivers
- Ensure that all day transport drivers comply with the School Transport policy
- Provide the Finance Department with a termly list of the charges to be made to each parent's account
- Report contract mileage and end-of-lease costs for outgoing minibuses
- To provide overtime information to HR on a monthly basis
- To monitor the use of all fuel cards and to cross check receipts
- Ensure compliance with all health and safety requirements regarding the school's fleet of minibuses
- Arrange driving safety assessments as required
- Adhere to and ensure compliance with the school's 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 risk to the safety or welfare of children in the school, these concerns must be reported to the school's Designated Safeguarding Lead
- Comply with Caterham School's Health & Safety policies, procedures and risk assessments
- Ensure the provision of a safe and secure working environment, in keeping with legal requirements
- Actively contribute to the continuous improvement process and the ongoing development of a quality culture, for example, changing behaviour and identifying and implementing improvements to processes and activities, and encourage others to do the same
- Conduct from time to time, any other duties as may be required but within the scope of this job profile
- 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.





The Person

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Previous knowledge and experience in vehicle maintenance and fleet management • Educated to GCSE or equivalent in English and Maths • Previous experience of managing budgets • Working knowledge of Microsoft Office applications • Hold a full UK driving licence with Category DI or PCV 	<ul style="list-style-type: none"> • Experience of driving school buses • Previous experience in a supervisory role

PERSONAL ATTRIBUTES

Customer focused – recognises and focuses on the varied needs of customers internal and external to the organisation

Communication – communicates ideas and information in a clear, concise and open manner at all levels both verbally and in writing

Team working – works closely with immediate team and proactively cooperates with colleagues across the School

Commercial and financial focus – demonstrates business and financial awareness that takes into account the needs of the customer and the School

Planning – looks ahead to prioritise own workload; identify resources to meet service requirements and identifies obstacles to achieving results

Flexible approach to change – adapts to meet the short and long term changing demands of the job

The School

One of the top co-educational schools in the country

Caterham School is one of the leading co-educational HMC schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence. The majority of our pupils are day pupils but we are also a thriving boarding community, which enriches the educational opportunity and experience for all.

We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is in our view an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic achievement alone: it is also about developing a passion for learning, a capacity for independent and critical thinking, self-awareness and resilience, self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators,

confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others. In so doing we remain true to our founding Christian principles and values.

All round the campus you will see signs of our confidence in the future with our modern Sports Centre and all-weather pitch, recently refurbished boarding accommodation, new assembly hall and theatre, and state of the art IT facilities. In 2008 we built a new North Wing to provide improved facilities for Sixth Form pupils and new facilities for the Health Centre. In 2013 we added two more science labs to bring the total to fifteen. All this situated on 200 acres in the beautiful, wooded Harestone Valley.

Caterham School enjoys an enviable reputation for producing highly successful individual and team performances in a wide range of sports.

Excellence is pursued wholeheartedly (with many pupils achieving county, national and international representative honours), but the aim is also to cater for every pupil, at his or her own level of ability and enthusiasm.

The co-curricular programme is extensive and covers a wide range of activities including, but not limited to: music, drama, dance, Duke of Edinburgh's Award, languages, circus club, science, outdoor pursuits, go-karting, kit car club, chess and Warhammer.



Latest News

CATERHAM'S TEEN TECH NATIONAL WIN!

Caterham School's Teen Tech team have been announced as national winners at a special ceremony at Buckingham Palace. The three-strong team were chosen as overall national winners for their design and prototype of 'SensoSafe' – a bike light that also detects vehicles approaching the cyclist from behind, alerting them to the potential danger. The young engineers were presented their award by HRH the Duke of York.

Teen Tech is a national competition that invites entries from across the UK in a multitude of different STEM disciplines. The event recorded its highest ever number of entries this year with an astonishing 1400 groups putting forward their innovative ideas.

NEW CENTRE FOR THE PERFORMING ARTS

Caterham School's new Centre for Performing Arts was officially opened by film and theatre actor and director Simon Callow CBE. The ceremony was opened by pupil musicians Hero Shimoji and Anastasia Kedrina who were followed by speeches from the Headmaster Ceri Jones and senior drama pupils.

OXFORD AND CAMBRIDGE PLACES SECURED

13 Sixth Form pupils from Caterham School received offers from Oxford and Cambridge Universities (Oxbridge) in the last year, taking to 49 the total Caterham pupils studying at the world-leading universities in the last three years alone.

This year's results from Caterham saw the school achieve an application-to-offer ratio of 57%, three times the national average

APPLE ACCOLADE

Caterham School has once again been recognised as a leading school for its application of technology in teaching and learning. The School is one of only a handful of schools in the UK to be formally accredited as an Apple Distinguished School.

The School has established a best practise programme to integrate the use of iPads by all students alongside traditional teaching methods.

Since the launch of the programme, the School has received interest and visitors from across the globe, keen to learn from Caterham's experience and success.

BRITISH ASTRONAUT VISITS CATERHAM SCHOOL

Britain's First Astronaut, Helen Sharman OBE, visited Caterham School to inspire young scientists and share her experiences of space. Helen was the British person to go into space when she stayed on the MIR space station and remains the fifth youngest person to travel to space.

In the first of two packed-out talks at Caterham School, Helen addressed pupils who were full of questions about life in space. Helen's young audience was gripped as she explained complex science in an accessible and inspiring way; she also peppered her talk with anecdotes about life in space including how astronauts eat dinner, go to bed on the ceiling and even use a special space toilet!

For more news from Caterham School visit www.caterhamschool.co.uk



The Application Process



A completed application form and covering letter, should be addressed to Mrs Julie Hillier, HR Officer, and emailed to: HR@caterhamschool.co.uk

If posting documents please send to:

Mrs Julie Hillier
HR Officer
Caterham School,
Harestone Valley Road,
Caterham, Surrey,
CR3 6YA

The closing date for applications is: 16 October 2017

The School reserves the right to appoint at any stage of the recruitment process; early applications are encouraged.

Caterham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an enhanced DBS check.

www.caterhamschool.co.uk

INSPIRING EDUCATION FOR LIFE



Salary and Benefits

We pride ourselves on the best support and care for our academic and bursarial staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.

Conditions of Service

This role is for 35 hours per week during the 34 weeks of school term time plus an additional 2-3 weeks or 70 hours to be worked in the school summer holidays. The working hours are 6.30am - 8.30am and 4.00pm to 7.30pm driving time (including a 30 minute unpaid break in the evening); plus 2 hours of administration which can either be added to the morning shift or precede the evening shift.

Salary is competitive based on qualifications and previous experience.

Holiday entitlement is a pro-rated 5 weeks in addition to bank holidays which are taken during the pupil holidays.

Continuous Professional Development

All staff have access to generous professional development training as part of the School's performance management process. The focus at Caterham School is on encouraging and supporting individuals to continue to grow their skills to provide the finest teaching and learning for our students.

Child Care Voucher Scheme

A tax saving scheme for parents administered by Faircare. For employed staff, no qualifying length of service. The provider must be OFSTED registered. Further details available from the HR Department.

Fee Discount

Discount available on school fees. Please contact the HR department for full terms and conditions.

Pension Scheme

Legal and General Pension Scheme with an employers contribution of up to 10%.

Subsidised Sports Centre Membership

Subsidised Membership to Caterham School's Sports Centre with extensive fitness suite, 25 metre indoor pool, sports hall and programme of fitness classes.

Car Parking

Free on campus parking. Staff members must provide their name and registration number to the Bursary. Any permanent change of vehicle must be reported.

Free meals whilst on duty

Includes breakfast, lunch and dinner during term time, and where available during the school holidays. Also extends to hot beverages and newspapers.

Subsidised 'Flu vaccinations

Provided on school premises on an annual basis.

Discount in School Shop

A 5 per cent discount on purchases.





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