



IPSWICH SCHOOL

TRANSPORT MANAGER

Full time for 42 weeks per year, permanent

Required as soon as possible

THE SCHOOL

Ipswich School is one of the top 130 schools in the country and is certainly one of the foremost independent schools in East Anglia. We were established prior to 1399, although we moved to our present site in 1852. We have circa 1000 pupils aged between 3 months and 19 years and are fully co-educational. The School operates a 5 day week during term time (35 weeks per annum), with representative sports played during the week and on Saturdays.

Our trading arm, Ipswich School Enterprises Ltd (ISE), incorporates all of our revenue generating activities (including lettings, room and facility hire, private functions, sporting events and school holiday camps) which fall outside school fee income.

JOB PURPOSE

Our Transport Manager will lead the strategic and operational delivery of Ipswich School's transport services, ensuring a safe, compliant, and efficient network for all pupils and staff.

This role combines direct fleet management with the oversight of the Home-to-School transport partnership (StudentSafe). The Transport Manager acts as the critical link between parents, the School, and external transport providers, ensuring the highest standards of safety and communication in line with the School's values of Care, Potential, and Communication.

REPORTING

The Transport Manager reports to the Director of Finance and Operations.

MAIN DUTIES AND RESPONSIBILITIES

Home-to-School Transport & StudentSafe Partnership

- **Partnership Management:** Act as the primary operational liaison with StudentSafe, the School's transport technology partner. Ensure the service meets the School's expectations for safety, punctuality, and parental communication.
- **On-Call "Control" Duty:**

- o Be the first point of contact via mobile phone during term time (35 weeks per year) for StudentSafe Control between 07:00 – 18:30 for urgent issues and emergencies (e.g., bus breakdowns, late arrivals, pupil no-shows).
- o Investigate and resolve transport incidents immediately, liaising with the appropriate person or team, including the Deputy Head (Pastoral) on any behavioural or safeguarding concerns arising on buses.
- **Route Optimisation:** Work with StudentSafe to review passenger data and request route changes or additional stops to improve efficiency and coverage for families.
- **Fob & Tracking Management:** Oversee the "Tap-on/Tap-off" system. Support the School office with the distribution of replacement fobs to pupils and monitor tracking logs to verify passenger manifests for safeguarding purposes.
- **Parent Communications:** Handle escalated queries from parents regarding bus routes, bookings, and charges, ensuring clear and timely resolution in line with the School's "Communication" aim.
- **Financial:** Verify and approve accuracy of invoices.

Fleet Management & Compliance

- **Legislative Compliance:** Ensure all vehicle operations (minibuses and vans) comply with Section 19 Permit regulations and the Transport Act 1985. Maintain strict adherence to GB Domestic Drivers' Hours rules.
- **Maintenance & Servicing:** Coordinate the full lifecycle of the School's fleet:
 - o Schedule and transport vehicles for MOTs, servicing, and safety inspections.
 - o Perform weekly vehicle checks (fluids, lights, tyres) and maintain auditable records for school inspections.
 - o Manage ad-hoc repairs (e.g., windscreens, tyre replacements) to minimise vehicle downtime.
- **Safety Inspections:** Conduct termly Health & Safety audits on all vehicles to ensure they are roadworthy and professionally presented.
- **Financial:** Record, monitor and share with the Bursary recharges for fleet use to the various school departments

Staff Management & Leadership

- **Line Management:** Manage the small internal driving team (currently two members of staff plus casual drivers)
 - o Oversee rotas to ensure coverage for all routes (including the Westwood laundry and boarding runs).
 - o Monitor driver performance, health, sickness, and hours to prevent fatigue and ensure a high standard of service delivery.

- **Training & Recruitment:**
 - Organise and log MiDAS training (or equivalent) for all staff drivers (approx. 30 tests/year), including teaching staff.
 - Lead the recruitment and induction of new driving staff.
- **Welfare:** Be a supportive manager to the driving team, ensuring they feel valued and that any concerns, feedback or suggestions are addressed.

Operations & Logistics

- **Coach Hires:** Source and book external coaches for large-scale events (e.g., whole-school trips, major sports fixtures, boarding) where internal fleet capacity is exceeded. Scrutinise invoices to ensure value for money.
- **Taxi Coordination:** detailed management of taxi bookings for boarding pupils (airport transfers, medical appointments), ensuring all drivers are vetted and bills are reconciled accurately.
- **Internal Logistics:**
 - Support internal teams and departments (Sports dept, Boarding.) with their transport requirements, offering solutions and achieving best value arrangements for transportation to activities, fixtures, events etc
 - Manage the daily laundry run (09:30) between Westwood Boarding House and the main school.
 - Coordinate transport for other school needs, such as collecting items for Catering/Grounds, transporting water samples for pool testing or supporting local community initiatives with minibus provision as appropriate.

Operational Driving

- **Cover Driving:** Be ready to step in as a cover minibus driver for any route or activity at short notice. This requires confident knowledge of all routes, stops, and the StudentSafe driver app.
- **Ad-hoc Transport:** Drive staff, guests, or small groups to stations, airports, or events as required.
- **Community Transport:** Review and deliver transport solutions using the Schools' fleet for community activities as availability allows

This list is not exhaustive and duties may be changed or added to as determined from time to time.

PERSON SPECIFICATION

Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● Full UK Driving Licence with DI entitlement (Minibus). ● Clean driving licence. 	<ul style="list-style-type: none"> ● Transport Manager CPC. ● MiDAS Assessor qualification.
Experience	<ul style="list-style-type: none"> ● Demonstrable experience of managing a transport fleet. ● Experience working with external contractors or transport partners to deliver an effective and efficient service. ● Staff supervisory/line management experience. 	<ul style="list-style-type: none"> ● Experience using transport software (e.g., StudentSafe, tracking apps). ● School or charity sector background.
Skills & Knowledge	<ul style="list-style-type: none"> ● Section 19 Permit & Driver Hours regulations. ● Strong IT skills (Excel, Apps, Booking Systems). ● Ability to remain calm and decisive during transport emergencies. 	<ul style="list-style-type: none"> ● Knowledge of Suffolk road networks. ● Mechanical aptitude (sufficient for basic vehicle checks).
Personal Attributes	<ul style="list-style-type: none"> ● Resilient: Able to manage on-call demands and solve problems under pressure. ● Communicator: Professional and empathetic with parents and staff. ● Flexible: Willing to drive and work flexible hours to support the school calendar. 	

WORKING HOURS, SALARY AND BENEFITS

- This is a permanent post, subject to the successful completion of a 6-month probationary period.
- You will work a minimum of 37.5 hours per week for 42 weeks of the year, including the 35 weeks per year which comprise Ipswich School term time. During Ipswich School term time you will be

required to be 'on call' from 07:00 to 18:30 to respond to transport emergencies. The exact working hours can be discussed with the postholder and will vary according to the School's transport requirements and the academic calendar.

- The salary (for the working hours described above) will be £32,600 per annum which includes paid holiday per annum in accordance with the Working Time Regulations. Salaries are paid monthly in arrears by BACS on the last working day of each month and are reviewed annually.
- Statutory holiday is to be taken only in the School holiday periods and at other times which do not form part of the contracted working hours for this post.
- Please note you are always expected to work your normal hours on the two days prior to the start of the Michaelmas (Autumn) term each year, and on the INSET day (currently in February each year). These days are staff INSET days for training and development activities and they are included in the definition of Ipswich School term time.
- Free lunch is provided in the Dining Hall during term time when the kitchen is in operation.
- Staff are able to use the School's swimming pool and fitness gym (in compliance with appropriate rules and regulations) free of charge.
- You will have access to Smarthealth, the School's wellbeing app for staff which offers 24/7 GP access and mental health support. A Cycle to Work scheme is also offered.
- After 3+ years' service, support staff are eligible for staff fee remission.
- After 3 months' service and/or in line with workplace pension legislation, you will be entitled to join a defined contribution pension scheme with a 10% employer contribution, and will receive 3x death in service life cover.

APPLICATION, CLOSING DATE AND INTERVIEW ARRANGEMENTS

We would encourage you to download an application form and a full job description for this role from our website: www.ipswich.school/vacancies or contact the HR team on 01473 408300 or hr@ipswich.school.

Please advise us of any special requirements you may have if you are called for an interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Completed application forms should be returned by **noon on Monday 19th January 2026** to: the Director of Human Resources, Ipswich School, 25 Henley Road, Ipswich, IP1 3SG or email hr@ipswich.school.

Candidates shortlisted for interview will be advised as soon as possible after the closing date and **interviews are likely to be held on Wednesday 21st January 2026**. If we have not been in touch with you to invite you to an interview then we regret that your application will have been unsuccessful, but we would like to thank you for your interest.

PLEASE NOTE

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School Policy on the recruitment of ex offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere

to and ensure compliance with the School's Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School's Designated Safeguarding Leads.

- Ipswich School's employees are expected to attend training in safeguarding children as directed.
- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a No Smoking Policy and employees are expected to comply with the statutory restriction on smoking in public places.

December 2025