



# EPSOM

## COLLEGE

### **Transport Manager Full-time or Part-time**

Epsom College is a co-educational day and boarding school with approximately 1100 pupils aged 11 - 18. The College is located approximately one mile from Epsom town, below the Epsom Downs, in fine buildings set in a beautiful tree filled estate of some 85 acres. Originally founded by The Royal Medical Benevolent Foundation, today the College strives to develop the individual talents of every girl and boy. Pupils are prepared for life beyond the College with an assured set of values and with the belief that they can make a difference in society. Highest standards of excellence in academic work and Co-Curricular activities are expected; however, equally valued is the development of the pupils into independent responsible adults who leave the College with the confidence and desire to contribute positively to society.

#### **The Post**

This is a brand-new role for a candidate with outstanding organisation skills, strong people leadership and excellent communication skills to lead the provision of an exemplary customer-orientated transport service for the College. The role will be varied and busy but rewarding. It has overall responsibility for organising, coordinating, and the day-to-day management of the administration of the College's pupil transport scheme. The post-holder will thrive in a fast-paced environment, dealing with competing demands whilst maintaining an exemplary level of customer satisfaction.

A strong background in administration is essential and ideally, but not necessarily, you will have experience in operational transport management. Further details on the role and the person specification are below.

#### **Accountabilities**

On a day-to-day basis accountable to the Bursar.

#### **Key responsibilities:**

##### **Transport Administration and Management**

- Working with our travel partner (Vectare) and our own Mini-bus fleet, manage the daily transport service to and from College.
  - On an annual basis, working with our travel partner, plan efficient daily transport routes that are reliable, realistic and reflect the demands of the College.
- Be responsible for booking transport for all school trips including house trips, subject trips and all Community Service requests.
  - Schedule drivers for teachers who require driver to drive a minibus
  - Schedule drivers for the Head's trips
  - Schedule drivers for local shopping trips for Boarders
- Work with the College Sports Department to:
  - Liaise with the Sport Administrator in the booking of all transport for sports fixtures
  - Liaise with the Heads/Deputies of the individual sports to book all transport for scholarship pupils across all sports. These include rugby, football, cricket, hockey, netball, tennis, athletics, golf.
  - Manage the daily changes to all of these trips and bookings and ensure the driver is aware of these

- Liaise with our contracted coach companies to ensure the staff are aware of driver details before fixtures/ trips.
- Communicate with our approved taxi companies and book with them where required, ensuring correct permissions are in place.
- Carry out all responsibilities in line with health and safety and safety protocols.

### **People Management**

- Recruit and line-manage all staff employed by the College as drivers.
- Ensure all minibus drivers and MPV drivers undergo MiDAS driver training and assessment and that they are reassess at a maximum 4-year interval.
- Check driving licences bi-annually and maintain a list of all authorised drivers.

### **Strategic management, finance, and customer service**

- Maintain meticulous records.
- Continually seek value for money in all aspects of transport management.
- Review, re-tender and coordinate contracts to get best value and service.
- Approve service provider invoices for payment
- Authorise the drivers' timesheets and liaise with the Finance department on any matter relating to transport management.
- Approve College mini-bus driver expense forms
- Hold external service providers to account on their performance, ensuring the highest levels of customer service.
- Liaise with parents regarding routes and deal with any issues that arise.
- Liaise with drivers, teachers and other colleagues, distributing transport schedules and information as required.

### **Other duties**

- The postholder will be expected to participate in the life of the College and contribute to any other tasks aligned to the level of the role as determined by the Bursar.

**Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment including regular training attendance.**

### **Skills, Experience and Qualifications**

The successful candidate will have:

- a high standard of numeracy and excellent literacy skills are essential. Candidates qualified to degree level would be desirable.
- proven experience in a senior administrative role with management responsibility.
- previous experience working in operational transport management which would be desirable, but not necessarily essential alongside exemplary administrative skills and experience.
- outstanding accurate and methodical administration skills, which are essential.
- excellent IT skills with the ability to use a range of databases, systems and the Office 365.
- excellent verbal and written communications skills, with tact and diplomacy.
- strong organisational skills, the ability to prioritise workload and be able to work decisively and independently.
- the ability to multi-task and prioritise with excellent attention to detail.
- strong team working skills.
- experience of a school environment (desirable)

## Personal Attributes

The successful candidate will:

- be an excellent communicator, with a welcoming and professional manner.
- be motivated with drive and enthusiasm.
- be reliable and flexible with a can-do approach to all duties and responsibilities.
- have a professional, helpful and friendly approach.
- be diplomatic, discreet, confidential and professional at all times.
- be resilient and able to cope with the rigors of a busy office, with the ability to stay calm under pressure.
- be collaborative and able to work within a team environment.
- be diplomatic, discreet, confidential and professional at all times.
- have an appreciation and commitment to safeguarding protocols within a school environment.
- be committed to the School's values and ethos.

The selection panel reserves the right to enhance any or all of the desirable criteria to attain a manageable field

## Terms and Conditions:

- **Hours:** As this is a new role with anticipate the times of working to be 7.30am – 4.30pm Term time with such additional hours as are reasonably necessary to fulfil the requirements of the role. There is, however, some flexibility to increase the hours of working to full time role throughout the year.
- **Flexibility:** Getting an outstanding candidate is most important to us and we welcome discussions around flexible working. This could include home-working and flexible hours so that the candidate can be available when the role needs it the most.
- **Salary:** Salary for the post will £35-40k (based on 1 FTE) depending on the knowledge and experience of the candidate. It will be reviewed annually and paid monthly in arrears on 25th of the month.
- **Holidays:** FTE - the holiday entitlement is 28 days holiday per annum inclusive of bank holidays increasing by 1 day per annum up to a maximum of 33 days per annum inclusive of bank holidays following 5 years continuous service and pro rated for working part year/part time.
- **Pension:** The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. Eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of basic salary and the College will contribute 4% in compliance with current legislation
- **Employee Benefits include:**
  - **Life Assurance:** Members who are automatically enrolled or who choose to opt into the College Pension Scheme will be provided with life assurance cover at two x contractual annual basic salary at no cost to them;
  - **School Fee Discount:** Generous school fee discount available subject to qualifying conditions;
  - **Health Care Plan:** Private health care plan offered to staff subject to qualifying conditions;
  - **Employee Assistance Plan:** Offered to staff including counselling
  - **Dining Facilities and Refreshments:** Whilst at work meals and refreshments are available when the dining room is open at no cost;
  - **Health Fitness and Wellbeing:** Free use of Fitness suite and swimming pool are available to staff at certain times;

- **Cycle to Work/Parking:** The College offers a cycle to work loan scheme subject to a qualifying period. Free car parking for staff is available on campus;
- **Computer Loan:** The College offers a computer loan scheme subject to qualifying conditions.

Offer of Post: The post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, a check of online search engines and websites of publicly available information that does not identify the candidate as potentially unsuitable to work within a school setting, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK. Prior to interview, an online search of internet search engines, websites and other publicly available and accessible platforms to ascertain applicant's suitability to work within a school environment will be undertaken on candidates that have been shortlisted. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant

### **Method of Application**

Candidates to complete an application form which can be downloaded via our website [www.epsomcollege.org.uk](http://www.epsomcollege.org.uk)  
To comply with safeguarding procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website.

Applications will be assessed in order of receipt and interviews and appointment may occur at any stage after applications are received. Please apply as soon as possible.

Closing date for receipt of applications: **22<sup>nd</sup> October 2023.**

**Initial Interviews will be held on 6<sup>th</sup> November 2023.**

2/10/23