



Warwick  
Preparatory  
School



King's  
High  
WARWICK



WARWICK  
SCHOOL

United in **Excellence**

Warwick Independent Schools Foundation



# Transport Supervisor

Information for Applicants  
Required December 2018



Warwick  
Preparatory  
School



King's  
High  
WARWICK



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# Transport Supervisor

**Salary £16,354 rising to a maximum of £18,032**  
**37 hours per week; term-time only (plus 4 weeks)**

This is an exciting opportunity to appoint someone who is motivated by supporting their local community in joining our large, friendly team of Estates & Operations professionals. During term-time we operate 10 school bus routes which you will help ensure their safe access / exit to and from the schools; whilst also making sure the Traffic Assistants are supervised in their roles.

You will be working towards the streamlining of our fleet compliance checks and records. We have 8 minibuses and a further 8 other vehicles. Anyone with a reasonable understanding of what it takes to keep your own car on the road (tyre pressure & tread checks / oil level / wipers etc), would be considered.

The Department also manages the quotation / booking of a substantial number of coaches for sports fixtures / trips each term for the two senior schools which you will oversee along with your line-manager. The successful candidate will need to be happy to work outside in all weathers but equally, be a consummate office administrator with an eye for detail.

This is a unique role in both the life of our Schools and local community, as we are committed to making a difference to the way in which the traffic flows in/around Warwick in future. For further information please see the Job Details attached. If you would like to discuss this role in more detail, please contact Rob Mawby (E&O Transport Officer) on 01926 735409.

Should you wish to apply for this role please complete both parts of the application form on the website shown below and send to [hr@warwickschools.co.uk](mailto:hr@warwickschools.co.uk) or contact the HR department on 01926 735413

**Closing date for applications: Monday 14<sup>th</sup> January 2019, 12:00noon**  
**Interviews: w/c 21<sup>st</sup> January 2019**

**Please note: Offices are shut from Monday 24<sup>th</sup> December to Monday 1<sup>st</sup> January, inclusive**

**Warwick Independent Schools Foundation**  
**Myton Road**  
**Warwick**  
**CV34 6PP**

Website: <http://www.warwickschool.org/Non-Teaching-Vacancies>

*The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory DBS check.*



## The Estates & Operations Department

Estates & Operations is the largest department within the Foundation. (The Warwick Independent Schools Foundation comprises Warwick School, Warwick Junior School, King's High School for Girls and Warwick Preparatory School; see "Warwick Independent Schools Foundation - General" section for more details). The Estates & Operations Department is a shared service function looking after the school sites / its operations.

Our team encompasses a wide variety of specialisms, including qualified electricians, heating & plumbing engineer, carpenters, grounds persons, landscape gardeners, caretakers, general maintenance operatives and cleaners as well as management and resources. Our dedicated Resources Team administer service level agreements, external contractor arrangements, orders, information required for HR and payroll, utilities, our fleet of 8 minibuses and the School Bus Service - which now comprises of 10 routes over a 30-mile radius. We are the largest single department in the Foundation with just under 90 staff in total.



The Estates & Operations Department maintains the high standard of our sites for the benefit of pupils, staff and external hirers through a 10-year rolling condition plan. This is varied work, given the range of ages of buildings, from significant Grade II listed buildings to innovative modern structures; capital projects continue to be carried out regularly to keep our schools fit for the purpose of modern education. Our work involves procuring of service and maintenance contracts a vital part of the management process to ensure the

Foundation always benefits from the highest standard of service and best value.

### Transport & Estates Team Update

This position will provide a unique opportunity to help move our school transport / fleet provision forwards, during an exciting period of development.

Warwick Independent Schools Foundation took over the provision for School Transport in 2014 and, since then, our School Bus Service (SBS) has grown in popularity and capacity. Our Foundation schools pupils come from a wide area, covering a 30-mile radius.





We streamlined our transport provision in 2017/18 and operated an extensive network of school buses over 10 daily bus routes; which safely brought the pupils in for the start of the school day and took them back home each afternoon from 4.20pm.

Due to the relocation of King's High School from the centre of Warwick to the Banbury Road (see section below) we are moving towards providing the bus service from one-site in 2019.

The SBS has been further enhanced this year and development is currently underway to give the parents much more flexibility regarding their child's trip home. For some time now we have been working towards offering not only a 16:20pm service, but a much-requested 17:45pm service; which will run at the end of the after-school-activity session. The 'late-bus service' is being trialled from September 2018 to July 2019 with 3 heavily-subscribed routes, dropping the children off at 'central hubs' which will allow parents to collect them from closer to home rather than having to come into Warwick at what is undoubtedly, rush-hour.

The Foundation also owns a fleet of 8 minibuses varying in size from a 9-seater to 17-seaters; all are less than 5 years old and are refreshed when they reach this age. They are checked for compliance each time they are taken out by pastoral staff (who all hold MiDAS certification unless they have taken the 3-day DI course); with statutory 10-week compliance checks being carried out by an external provider. Compliance checks on a weekly basis are performed in-house and form part of our strong audit trail for these vehicles.



The Estates & Operations Department also has 8 further vehicles: a Citroen Despatch, Ford Connect, Ford Transit (long-wheel-based) and another Ford Transit. Alongside these, we have 2 small battery-driven vehicles and 2 golf buggies, plus a Kubota utility vehicle. These are a mixture of Foundation-owned and hired vehicles. Again, compliance checks are performed in-house with regular servicing and maintenance as would be expected.

Finally, the Department also oversees the quotation / booking of a substantial number of coach bookings for sports fixtures / trips each term for the two senior schools.



## Warwick Independent Schools Foundation – General

Warwick Independent Schools Foundation comprises Warwick School (boys aged 7 -18 years), which includes Warwick Junior School (boys aged 7 -11 years) and King's High School (girls aged 11 – 18 years), which includes Warwick Preparatory School (boys aged 3 – 7 years, girls aged 3 – 11 years). Between them, the schools look after around 2,300 pupils. WISF employs around a total of around 650 staff.

Warwick School, Warwick Junior School and Warwick Prep are based on a large campus between Myton Road and Banbury Road and King's High School in the town centre within easy walking distance of the campus. We have recently started to build a new school for King's High on the Myton Road campus in order to allow the schools to work more closely together; this major project is planned for completion of accommodation Easter 2020, with site roads/pathways to finish Summer 2020.



The Schools benefit from a number of shared services provided under the oversight of the Foundation Secretary. These services incorporate all traditional bursarial services, comprising Finance, Human Resources, Estates & Operations, Catering, I.T. and Health & Safety, with each team headed up by a specialist. All offices are located in the Warwick School building on Myton Road except for Health and Safety, which is based at King's High and HR, which is based at Warwick Prep.

Warwick Independent Schools Foundation is also a Company Limited by Guarantee and a Charity. It is run by a board of 19 Governors and an Executive of three: The Foundation Secretary and the two School Heads.

## Warwick Independent Schools Foundation – Staff Benefits

On starting, staff are enrolled in the NEST staff pension scheme which the Foundation also contributes to in line with legislative requirements (staff may opt back out once they have joined).



We also provide, on-site parking and an Employee Assistance Programme in case staff (or anyone they live with) are struggling with health or significant life issues.

We have an impressive sports and leisure complex including an indoor swimming pool and gymnasium which staff may use out of school hours; this is free within a limited time range (excluding weekends) or at a modest fee for full access.

## JOB DESCRIPTION – Transport Supervisor

<b>Post Title</b>	<b>Transport Supervisor</b>
<b>Grade</b>	Point 16 £16,354 rising to Point 19 £18,032 per annum
<b>Location</b>	Warwick Independent Schools Foundation (WISF) comprises two schools, each with its own junior school. Warwick School, Warwick Junior School and Warwick Prep (which is overseen by the King's High Head Master) are based on a large campus between Myton Road and Banbury Road and King's High School is close by in Warwick town centre. This role falls within one of the shared services, the Estates and Operations Department, and is based at the department's offices at Warwick School, Myton Road, Warwick. The post-holder may be required to work at the other school sites within Warwick.
<b>Date:</b>	December 2018
<p><b>Purpose of this Job Description:</b></p> <p>The Transport Supervisor will assist and oversee all matters relating to the Foundation's School Bus Service arrival / departure. They will also manage the work of the Traffic &amp; Pedestrian Control Assistants throughout the school sites.</p> <p>The Estates &amp; Operations department currently has responsibility for the SBS - School Bus Service (10 twice-daily routes over a 30-mile radius; 3 late-bus routes); 8 school minibuses and a handful of fleet vehicles (such as maintenance vans). The above list is expected to grow over the next few years and we need to ensure that we have capacity within our department to support this growth.</p> <p>The role will partly be based outside on the coach park(s), with compliance, coach bookings and general support both inside and outside of our offices. There is also weekly administration support (outside of the Transport section) which will assist our main E&amp;O department. In summary, the role is a mixture of administration and outside working.</p> <p>This document provides a "snapshot" of the job and the tasks listed are not exhaustive. It aims to provide a clear guide at the time of writing about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.</p>	
<b>Reporting Lines:</b>	<ol style="list-style-type: none"> <li>1. The post-holder reports directly to the Transport &amp; Estates Officer (TEO) &amp; Resources Manager (RM) in their absence</li> <li>2. Line Manager to: <ul style="list-style-type: none"> <li>• Traffic &amp; Pedestrian Control Assistants (TPCA) &amp; 'supply'</li> </ul> </li> </ol> <p>Key relationships:</p> <ul style="list-style-type: none"> <li>• E&amp;O Transport &amp; Resources teams</li> <li>• School Bus Service companies / drivers</li> </ul> <p>Liaise closely with:</p> <ul style="list-style-type: none"> <li>• Foundation's parents over the 4 schools</li> </ul>
<b>Benefits:</b>	<p>30 days annual leave (excluding bank holidays)</p> <p>NEST pension scheme</p> <p>Lunch meal provided weekdays all year round (lunchtime is unpaid)</p> <p>Free use of sports leisure facilities out of school hours</p> <p>Employee assistance programme</p> <p>Free parking</p> <p>PPE &amp; work clothing</p> <p>Professional development available</p>

<b>Hours</b>	<p>37 hours per week; term-time only plus 4 weeks (including the 5 Inset days)</p> <p><b>Term-time Hours:</b>  Monday to Thursday: 10:00am-18:00pm with ½ hour unpaid lunch  Friday: 10:30am-18:00pm with ½ hour unpaid lunch</p> <p><b>School Holiday Hours:</b>  Monday to Thursday 09:00am-17:00pm with ½ hour unpaid lunch  Friday: 09:00am-16:30pm with ½ hour unpaid lunch</p>
<p><b>Key tasks &amp; accountabilities:</b></p> <ol style="list-style-type: none"> <li>1. To assist the Transport &amp; Estates Officer in the provision of day-to-day Transport Services for our Foundation's four schools</li> <li>2. The smooth-running of the School Bus Service</li> <li>3. With your line-manager, oversee and support the coach booking system for the Foundations' senior schools in respect of trips, sports fixtures etc</li> <li>4. The safe access / egress of pupils and parents, around the school sites at home times</li> <li>5. To support the Estates &amp; Operations Resources Team with general administration (roughly 10hpw)</li> <li>6. To act as line-manager for the Traffic &amp; Pedestrian Control Assistants</li> <li>7. Assist in ensuring safe practice and compliance with relevant H&amp;S legislation across all schools</li> </ol>	

<p><b>Key Responsibilities</b></p> <p><b>School Bus Service Support</b></p> <ol style="list-style-type: none"> <li>1. Assist your line-manager in the delivery of an effective and efficient School Bus Service (SBS) for all of the Foundation's schools. This will involve working closely with coach companies, parents, pupils, academic / pastoral support colleagues across the Foundation.</li> <li>2. Ensure that any pupil 'registers' given out are collected for bus departures, delivering them to the TEO for scanning into a central area before leaving each evening in case of emergency.</li> <li>3. Point of contact for coach companies, in relation to operational issues on the school sites</li> <li>4. Lead by example, your team of TPCA's on the school sites – supporting where necessary</li> <li>5. As and when required, assist colleagues in the coach park / site with the School Bus Service arrival / departure; and the safe access/egress of pupils and parents around the Foundation's roads/paths/road-crossings</li> <li>6. Assist your line-manager in monitoring transport providers' KPIs and T&amp;Cs via a robust Service Level Agreement.</li> </ol> <p><b>Minibus/Fleet and Compliance</b></p> <ol style="list-style-type: none"> <li>7. Undertake the weekly compliance checks on all WISF Minibus and Maintenance fleet vehicles; ensuring a strong audit trail is kept and issues reported resolved in a timely fashion</li> <li>8. Ensure minibus daily checks performed by drivers are collated and scanned into central area – actioning issues reported in a timely fashion</li> <li>9. Ensure all documentation is scanned in and stored digitally onto our central system for audit purposes.</li> <li>10. Valeting of minibuses – ensure that all Foundation minibuses are kept in a tidy and clean condition. Whilst completing compliance checks, ensure the vehicles are inspected and any outstanding litter removed – noting issues where necessary. Ensure all minibuses are given a thorough clean both internally and externally, each month. During the winter months, the internal cleaning may need to be more frequent. If workload cannot accommodate timely valeting, discuss with your line-manager the outsourcing of the work to a local company and make the necessary investigations/arrangements</li> <li>11. Ability to order additional-hire minibuses if required</li> </ol> <p><b>Coach Bookings</b></p> <ol style="list-style-type: none"> <li>12. Assist with the coach booking process for all schools that make up the Foundation, benchmarking quotes of our preferred suppliers and preparing payment of invoices for completed journeys.</li> <li>13. Moving towards a paperless and centralised coach booking function, work with your line-manager in streamlining the current booking process in preparation for the rollout of new software</li> <li>14. Following training on the new software, become a leading-example and the operational first point of contact for all users across the Foundation</li> <li>15. Ensure the CoachBookings generic Inbox is regularly cleared-down and actioned on a daily basis</li> <li>16. Following training, support with the Foundation's Minibus booking process (inclusive of external hire).</li> </ol>	
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**Car Park / Site Coach Park Management**

17. Along with your line-manager, ensure the Foundation's car parks are kept for the exclusive use of its' staff / visitors
18. Oversee, in due course, any site parking monitoring system that the Foundation puts in place to ensure this objective is achieved

**General Support Duties – Estates & Operations**

19. Assist your colleagues with the following generic duties:
  - Full purchase order process – with high attention to detail
  - Generic inbox(es) clearing down (Transport & Estates)
  - Estates Helpdesk manipulation
  - Scanning / filing and other general office duties
  - School Bus Service – text messaging software / emergency updates to parents & staff
  - Support the Estates & Operations Resources Team with general administration (roughly 10hpw)

**HR Support**

20. Ensure you follow Foundation HR's expectation when recording your staff's absence / overtime / performance reviews etc (policies are available)

**Other Duties**

21. The performance of other duties as may from time to time be required for the smooth, safe and effective running of the Foundation

**Safeguarding and Protection of Children and Young Persons**

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The postholder must not have any spent or unspent convictions that would prevent working with children.

**Health and Safety:**

As an employee you are expected to:

1. To take reasonable care of your own health and safety
2. To take reasonable care not to put other people - fellow employees and members of the public and students - at risk by what you do or don't do in the course of your work
3. To co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
4. Not to interfere with or misuse anything that's been provided for your health, safety or welfare
5. To report any injuries, strains or illnesses you suffer as a result of doing your job
6. To tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy or hinders your own or others safety.



## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
<b>Qualification</b>	Completed a broad education including GCSE grade C and above in English Language and Maths (or equivalent)  Full clean driving licence	
<b>Experience/ Knowledge</b>	Working within a busy customer-focussed environment to deliver a first-class service  Liaising with a range of internal / external customers at all levels	Developing team members and service providers to achieve goals  Experience in a transport / school transport setting / school site setting
<b>Skills/Abilities</b>	Ability to work effectively within a team, taking action that respects the needs of others  Strong and effective oral and written communication skills  Excellent customer service skills  Computerised systems and software packages / databases, including Outlook and Microsoft Office suite	
<b>Aptitude</b>	Customer-focused.  Willing to fulfil requests made in a positive & enthusiastic manner.  Prepared to work outside in all weathers	Confident to act on own initiative
<b>Safeguarding Children, Young People &amp; Vulnerable Adults</b>	Understands their role in the context of safeguarding children, young people and vulnerable adults. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Enhanced DBS check with meets the Foundation's requirements.	
<b>Equal Opportunities</b>	Understanding of the requirements of Equality and Diversity.	

Please demonstrate how you meet all of the essential criteria provided on the Person Specification and, where appropriate, the desirable criteria, when completing your application form. When short-listing applications for interview, the panel will consider the requirements on the person specification above. You are, therefore, advised to ensure that your application form responds to these requirements. All criteria will be assessed initially through your application form, where appropriate.