



Job Description Transport Administrator

Required: As soon as possible

Reporting to: Chief Operating Officer

Salary: £13,750 per annum

Hours: Part-Time (20 hours per week, term-time plus 10 days)

The Role

We are seeking a highly organised and proactive Transport Administrator to oversee the smooth, safe, and efficient operation of the School's transport provision. This is a busy and fast-paced role, supporting the coordination of daily bus routes, and transport for co-curricular trips and activities. For the right candidate, this highly rewarding role represents an opportunity to contribute directly to the day-to-day experience of pupils and staff, helping to keep the School moving with reliability and care.

The School

The King's School is one of the dozen oldest schools in the country and has a proud heritage dating back to at least 1087, with a re-foundation in 1541. King's is the Cathedral School in the city of Gloucester, whilst the surrounding county is home to many excellent grammar and state schools, as well as other independent schools. King's is held in high regard amidst this competitive area; our academic, co-curricular and pastoral attainment is second to none. As a result, the last three ISI reports for King's have all been classified as 'excellent' in every area. Local media brand SoGlos has awarded King's the title of 'Independent School of the Year' or 'Highly Commended' in every one of the last six years – a feat unmatched by any other local independent school – most recently winning the title in May 2025. Despite the multiple national-scale challenges of recent years, King's has seen its pupil roll growing steadily and parental satisfaction scoring very highly indeed. With careful investment in the campus and facilities, as well as a continuous focus on improving teaching and learning and developing our outstanding pastoral care, King's is now seen as a dynamic, forward-thinking and impressive place to study and to work.

Main Duties

- Manage the day-to-day running of home-to-School transport;
- Monitor departmental usage and manage the day-to-day allocation of the School minibus fleet, including updating the calendar for trips, the PE Department's fixtures and other usage;
- Maintain accurate registers and billing information;
- Liaise with bus companies and the School's minibus drivers regarding route issues, pupils on their routes and to ensure their registers are up-to-date and completed;
- Liaise with new parents to allocate bus places and ensure they are aware of procedures, timings, pick-up and drop-off locations;
- Carry out analysis of required bus routes and stops to meet demand;



- Monitor general traffic conditions, particularly during adverse weather, and ensure parents are notified via MySchoolPortal of disruption or delays;
- Respond appropriately to parents' transport-related queries;
- Ensure School minibuses are in safe running condition and that they meet legislative requirements;
- Liaise with the Bursary on any insurance issues;
- Carry out driving licence checks for all staff who drive minibuses;
- Liaise with service companies to ensure minibus maintenance schedules are followed and required repairs are carried out;
- Continually look for improvements, efficiency and cost savings where possible;
- Any other duties that may reasonably be assigned by the Chief Operating Officer or Headmaster.

Personal Profile

- Clean driving licence with DI approval (or willingness to obtain);
- Outstanding organisational and administrative skills with a meticulous eye for detail;
- Able to work under pressure, plan and prioritise own workload with minimal direction and remain professional at all times;
- Friendly and approachable, with outstanding written and spoken communication skills and the ability to put staff, pupils and parents at ease;
- Able to demonstrate a comprehensive knowledge of Office 365, particularly Word, Excel and Outlook (further knowledge of OneDrive and SharePoint is desirable);
- Capable of showing initiative, including the ability to think ahead and work flexibly, adapting to rapidly changing scenarios;
- Prior knowledge of My School Portal and iSAMS would be an advantage;
- Prior experience of working in a fast-paced administrative environment is desirable.

Hours of Work

The post is for 20 hours per week, to be worked from 08:00 – 12:00 Monday to Friday, term-time only plus INSET days and 10 days of the published School holidays as agreed with the COO.

Benefits

- A contributory pension through Aviva APTIS;
- Generous fee remission for children at King's;
- Before / After School Care for children at King's;
- Access to a Doctor for advice and short consultations;
- Staff Wellbeing Programme;
- Staff Wellbeing Day (additional leave);
- Cycle to Work Scheme;
- Lunches;
- Parking.



KING'S
GLOUCESTER

Recruitment

recruitment@thekingschool.co.uk

Applications

Candidates should apply through TES or by sending a completed School Application Form and Covering Letter via email to recruitment@thekingschool.co.uk. A CV is not required.

For further information, please contact Mr Harry Fuller on 01452 337337 or via email to recruitment@thekingschool.co.uk.

The King's School, Gloucester is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check (including Children's Barred List), satisfactory references from previous employers and eligibility to work in the UK. Applicants must be willing to undergo child protection screening appropriate to the post including a prohibition from teaching check where appropriate (which may include for some non-teaching positions) and, in line with KCSIE, an online search for shortlisted candidates only – this will consist of a Google and social media search. The search is looking for anything that calls into question the candidate's suitability to work with children, or could cause harm to the reputation of The King's School, Gloucester. Any information discovered will be shared with members of the interviewing panel prior to interview. Interviews will be conducted in person, and they will explore candidates' suitability to work with children. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023), which would otherwise mean that certain convictions and cautions are considered 'protected' and would not need to be disclosed to employers, and if they were disclosed, employers could not take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

The King's School, Gloucester. GL1 2BG

T: 01452 337 337 www.thekingschool.co.uk

Connect with us @KingsSchoolGlos

