



JOB DESCRIPTION

TRANSPORT ADMINISTRATOR

BSS COACHES

MAIN PURPOSE OF JOB:

To assist the Transport Manager in the day to day running of the Bolton School Services Transport Division.

MAIN DUTIES:

- To take bookings for coaches and mini-buses and perform the associated administration
- To prepare drivers rota and job sheets
- To prepare invoices
- To check invoices for payment
- To undertake banking and petty cash duties
- To check coach arrival times at School in the mornings
- To organise pupils on school routes
- To liaise with parents regarding pick-up points and routine queries
- To liaise with outside operators regarding coach hire and contracts
- To cover Manager's duties in the absence of the Transport Manager
- To prepare management reports as requested
- To undertake typing and filing duties for the Transport Department
- To organise the diary with regard to drivers' schedules
- To maintain a high level of customer service
- To keep Croners Records up to date
- To provide Administrative support to all BSSL functions as directed by the Services Bursar
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.



PERSON SPECIFICATION

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EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Educated to GCSE standard with 5 GCSE's Grades A-C or equivalent	E	Application Form
NVQ Level 2 in Administration or equivalent	D	Application Form
European Computer Driving Licence Qualification (ECDL) or equivalent	D	Application Form
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Proven experience in Administration	E	Application Form, Interview, Reference
Experience of, and proficient in, Microsoft Word, Excel and Outlook	E	Application Form, Interview, Reference
Experience of working in an administration role in a Transport department	D	Application Form, Interview, Reference
Knowledge of the EU Drivers' hours' rules	D	Application Form, Interview, Reference
Experience of, and proficient in, Coach Master PC Software	D	Application Form, Interview, Reference
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Ability to organise own workloads, information and documentation	E	Interview & Reference

Ability to work on own initiative	E	Interview & Reference
Excellent oral and written communication skills	E	Application Form, Interview, Reference
Customer focused	E	Interview & Reference
Ability to remain calm under pressure	E	Interview & Reference
Caring and kind especially in relation to children	E	Interview & Reference



TERMS AND CONDITIONS

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SALARY

The salary will be point 06 on the Bolton School Support Staff Salary Scale, equating to £19,171 per annum.

HOURS OF WORK

35 hours per week, between Monday and Friday, all year round. The normal hours of work will be 8.15am until 4.15pm with 1 hour unpaid lunch break per day.

HOLIDAY

20 days' annual holiday, additional days' holiday between Christmas and New Year plus eight public holidays.

LINE MANAGEMENT

Transport Manager

PENSION

The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 9%. If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 3%. Further details are available upon appointment.

OTHER BENEFITS

- Where appropriate fee remission arrangements will be offered for children to attend the Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Life Assurance cover.
- Lunches will be provided free of charge on campus.
- Training and Development Opportunities will be offered.
- Payment whilst absent will be in accordance with the current National Joint Council for Local Government Services Pay and Conditions of Service, as defined in the National Agreement on Pay and Conditions of Service Document.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked. After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.