

North Ridge Community School



Post title: Transport Supervisor

Grade: NJC 6 - 11

Line manager/s: School Resource Manager

Main purpose of the job:

To organise all aspects of the school's transport service including the coordination of a team of drivers and escorts and arranging maintenance of the vehicles.

Key duties and responsibilities

Support for Pupils

- To manage and organise delegated transport requirements for all school and community visits.
- Carry out accident and incident investigation relating to transport.
- To organise and provide support to transport drivers and escorts to ensure good working practice.
- Working in partnership with Head of School, School Resource Manager and all associated stakeholders in the risk assessment of individual pupils' requirements to ensure the safety of home to school and school visits.
- To monitor and carry out return to work interviews with regard to drivers and bus escorts in accordance with Doncaster Council procedures.
- To liaise with Council based services and other organisations to ensure the effective running of all school transport.
- To arrange the servicing and maintenance of all school minibuses.
- Keep an accurate record of all transport activities within the school.
- Undertake appropriate training in respect of roles and responsibility.
- Liaise with administration staff informing them of any issues which need recording centrally.
- Keep the School Resource Manager informed of any issues.
- Provide emergency cover for absent drivers and escorts.
- Provide all information/data required for all home to school contracts to include route planning, time implications, and allocating transport to meet each individual child's needs.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Keep relevant pupil information up to date.
- Any reasonable request from the SLT which would assist in the administration of the school.

Other Duties

- Other such reasonable duties as determined and delegated by the Class Teacher, Senior Leadership Team or Nexus MAT CEO consistent with the grade of the post and the experience of the Post holder
- To have professional regard for the ethos, policies and practices of the school in which you support, and maintain high standards in your own attendance and punctuality.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	Level 2 or equivalent qualification in Numeracy and Literacy	•	
	Willingness and ability to obtain and/or enhance qualification and/or training for development in this post	•	
	First Aid training		•
	Knowledge and skills in lifting and handling		•
	Handling and moving of pupils using wheelchairs		•
Experience	Experience of organising and maintaining a transport team/supervisory experience	•	
	Experience of organising driver and escort routes		•
	Experience of ICT systems	•	
Personal Effectiveness	Good communication skills	•	
	Good interpersonal skills	•	
	A team player with a collaborative approach	•	
	Ability to manage own time, prioritise tasks and proven organisational skills	•	
	Positive, ambitious and forward looking	•	
	Resilient and easily adaptable to change	•	
	Honesty and integrity	•	
	Ability to lead effective teams	•	
	Experience in leading a team		•
	Time management of self and others		•
General	The flexibility to meet the full range of job requirements	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Commitment to the school's aims and values	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	An understanding of and commitment to equal opportunities	•	
	No serious health problems that will likely impair or impact on job performance.	•	
	Good attendance record in current employment (not including absences resulting from a disability)	•	