

COGNITA

Role Profile: Transport Team Leader / Facilities Operative

Purpose

The post holder is required to assist in the provision of a day to day Transport operations and maintenance function, to ensure the smooth running of the Cumnor House Schools' operations. Ensuring the school Transport service is providing an outstanding service. Liaise with the transport coordinator regarding monitor sheets and monthly services throughout all our vehicles including driver's records and time keeping.

Key Accountabilities

- Ensure vehicles are maintained and PMI's are carried out appropriately within schedule time frames.
- Support the Transport Coordinator in his duties ensuring all paperwork (daily pre drive, defect, and time sheets) are completed and suitably filed and driver tacho cards are downloaded on a regular basis and as requested by Transport Coordinator
- Ensure the drivers are suitably route trained and follow legislation and school policy requirements regarding H2S operation.
- Notify drivers of driver infringements as requested by the Transport Coordinator.
- Inform the BM and Transport Coordinator immediately of any hazards, defects, non-compliance of Health and Safety regulations or PSV Compliance regulations including any threat to the wellbeing of any students and staff.
- Keep up to date with transport administration and ensuring route registers are updated and available daily to drivers for H2S operations and administration during school day and assist with route planning, utilization and timings as needed.
- Ensure all drivers keep their allocated vehicles clean and presentable inside and out to promote the transport service and school to the best possible standard, and clean the sports buses as required to the same level.
- Ensure parents, students, and staff are treated with politeness and courtesy and be a good ambassador for the school at all times.
- If requested by facilities manager or Business manager to assist site operatives and to carry out any maintenance works needed across all sites.
- To drive our buses when requested for the home to school transport including the shuttle bus.
- Undertake any training as maybe required in the course of employment.

Key Stakeholders:

Internal – Site team, Transport team, Front of House, other Staff members

External – Parents, pupils

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Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • At least 21 years old • Held a full British driving licence for a minimum of 24 month. • Hold a minimum D1 PCV months manual classification with not more than 3 points 	<ul style="list-style-type: none"> • Experience in passenger carrying vehicles • Ability to adapt to change in situations.
Skills	<ul style="list-style-type: none"> • Flexible to work when required with reasonable notice. • Good communicator with both adults and students. • Hold a current Driver CPC qualification and card. • Hold a minimum D1 PCV manual classification with not more than 3 points 	<ul style="list-style-type: none"> • Hold or be able to obtain a digital tachograph card.
Experience	<ul style="list-style-type: none"> • Working in an educational environment. • Transporting children • Record keeping and monitoring. 	<ul style="list-style-type: none"> • Organising Home to school transport. • Route planning. • Leading a team.

Signed: Name (print):

Date: