



Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role title:	Transport Administrator
Reporting to:	Transport Manager
Hours:	8.30am to 5.00pm Monday to Friday (term time only)
Summary of the role:	The main responsibilities are to provide administrative support to the Transport Manager including handling transport bookings etc.
Line management responsibility for:	N/A
Main duties and responsibilities:	<p>Administrative Support to the Transport Manager</p> <p>Providing confidential administrative support as directed by the Transport Manager, including;</p> <ul style="list-style-type: none"> • Managing and recoding all servicing and repairs as necessary to keep all vehicles safe • Ensuring post is dealt with daily • Process any PCNs/appeals/payments, and keep the Transport Manager updated in this regard • Undertake investigations into complaints and report all findings to the Transport Manager • Liaise regularly with Golden Boy (or other contract coach companies) to ensure the smooth and safe running of SEC transport • Liaise with other departments within the site <p>Transport System Management</p> <p>In liaison with the Transport Manager, to manage the College transport system, including;</p> <ul style="list-style-type: none"> • Managing of all transport bookings for Staff Members, departments and visitors as required, including booking of Coaches, minibuses, SEC ambulance, taxis and hire cars where required. • Record, on a daily basis, statistical information such as service quality, complaints etc. and to report any issues accordingly • To ensure all records, electronic and hard copies, of users, user groups, drivers etc. are fully up to date at all times. • Process, monitoring and seeking to improve the quality of transport provision for the College, in liaison with the Transport Manager • Create all new regular or on-going transport bookings onto the system • Assist with the running of transport fleet during Summer School

	<p>Coach park / Prep School drop off area</p> <ul style="list-style-type: none"> • Oversee the Coach park daily as required, monitoring arrivals and departures of children on coaches, checking seat belts and all other necessary safety checks. • Manage car park area and drop off area outside the Prep School when requested <p>Drivers</p> <ul style="list-style-type: none"> • Liaise with drivers and assist with the organisation of driver patterns to ensure all bookings are covered correctly • Assist the Transport Manager in allocating duties and monitoring the time keeping and training of the College Drivers • Process driver leave requests and ensure the online Absence Management System is up to date with staff absences • Ensure drivers are in correct uniform and report all issues to the Transport Manager • Create/update/revise forms/letters/log sheets for CTU services • In the absence of the Transport Manager, deal with driver's timesheets, payroll, fuel and other pay and invoicing matters • Cover one day per week as duty drive when required • Cover minibus routes in the absence of of drivers <p>Vehicles</p> <ul style="list-style-type: none"> • Liaise with the Transport Manager and arrange repairs on college vehicles; • Check/action/submit vehicle collisions/incidents forms with insurance company • Respond to 'out of the ordinary' requests for transport and to ensure that complex transport requests are adequately researched and responded to appropriately • Providing administrative and general support in other services operated by the Transport Manager as and when required. • Deal with any invoice queries/cancellations/refunds for transport or fuel
Other Responsibilities	<ul style="list-style-type: none"> • Promoting and safeguarding the welfare and safety of children and young persons for who you are responsible and with whom you come into contact. • You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team and your line manager.

The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.

We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.