



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 Co-ordinator & Administrator		
Reporting to:	Transport Manager		
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • O' Level / GCSE standard minimum. • A Grade Maths O Level/GCSE 	<ul style="list-style-type: none"> • Category D1 licence • A' Level Standard 	Production of the Applicant's certificates
Experience	<ul style="list-style-type: none"> • Background in an administration environment • Experience of working in a busy role. 	<ul style="list-style-type: none"> • To have worked in a school or an academic environment. 	Contents of the application form Interview Professional references
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to maintain a high degree of confidentiality at all times • Good ICT skills • Good knowledge of Excel spreadsheets and Word. • Excellent interpersonal skills (including excellent verbal and written communication skills) • Excellent organisational skills. • Ability to work meticulously and methodically. • Have an ordered approach to documentation and procedures. • Willingness to learn and be flexible in the working arrangements. 		Contents of the application form Interview Professional references

	<ul style="list-style-type: none"> • Use initiative to plan own work schedule to meet deadlines. • Ability to work as a member of the team. • Commitment to the safeguarding of children and young people. 		
Personal competencies and qualities	<ul style="list-style-type: none"> • Friendly, personable, willing & helpful, good sense of humour, thorough & methodical, smart and presentable, use own initiative and work independently, strong & confident and a team player • Cheerful manner • Ability to work calmly under pressure • Ability to work with a good degree of flexibility, to provide cover for other staff as required and to work occasional evenings • “Can do” attitude • Very practical and pragmatic. • Flexible and adaptable • Reliable 		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

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.