



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 and Administrator
Reporting to:	Transport Manager
Hours:	8.30am to 5.00pm Monday to Friday (term time only plus 2 weeks over the summer holiday period, to include the first week of summer school and a week before the start of the new academic year)
Summary of the role:	The main responsibilities are to provide efficient and confidential administration of the College Transport system (including handling transport bookings) and to provide administrative support to the Transport Manager to ensure that the College achieves best value for money from the Transport resources.
Line management responsibility for:	N/A
Main duties and responsibilities:	<p>Administrative Support to the Transport Manager Providing confidential administrative support as directed by the Transport Manager, including;</p> <ul style="list-style-type: none"> • Manage, plan, book and record all servicing and repairs as necessary to keep all College vehicles safe and roadworthy • Ensure incoming and outgoing post is dealt with promptly • 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 (and/or other contract coach companies) to ensure the smooth and safe running of SEC transport • Liaise with other departments within the College and Prep School <p>Financial Administration</p> <ul style="list-style-type: none"> • Create a system and maintain records of internal cross charges for College departments. • Communicate trip cost information to clients at the time of booking. <p>Transport System Administration</p> <p>In liaison with the Transport Manager, to administer the College transport system, including;</p> <ul style="list-style-type: none"> • Process all transport bookings for Staff Members, departments and visitors as required, including booking of Coaches, College minibuses, , taxis and hire cars where required. • Enter new regular or on-going transport bookings onto the system • Allocate requests and bookings to ensure that the College receives best value for money • Confirm bookings and ensure transport is still required three days prior to journey and amend booking (including cancellations with coach contractors) as necessary

	<ul style="list-style-type: none"> Record on a daily basis statistical information such as service quality, complaints etc. and to report any issues accordingly Ensure all records, electronic and hard copies, of users, user groups, drivers etc. are fully up to date at all times. Process, monitor and make recommendations to improve the quality of transport provision for the College, in liaison with the Transport Manager Prior to commencement of the Summer School ensure fleet requirements for airport transfers, educational visits and activities are in place. <p>Coach park / Prep School drop off area</p> <ul style="list-style-type: none"> In conjunction with College teaching staff undertake random checks of student bus passes on coaches Act as traffic warden for the car park area and drop off area outside the Prep School when requested <p>Coaches</p> <ul style="list-style-type: none"> Liaise with Senior PA regarding the issue of bus passes, coach capacities, usage requirements and associated charges. <p>Drivers</p> <ul style="list-style-type: none"> Assist the Transport Manager in allocating duties and monitoring the time keeping and training of the College Drivers Schedule drivers as required to fit bookings, liaising with drivers and assist with the organisation of driver patterns to ensure all bookings are covered 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, process drivers' timesheets, fuel and other invoicing matters <p>Driving</p> <ul style="list-style-type: none"> Act as duty driver one day per week as scheduled Undertake minibus driving on regular routes in cases of unforeseen or planned absence of drivers and at other times when required <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 in a prompt manner Respond to 'out of the ordinary' requests for transport and to ensure that complex transport requests are adequately researched and responded to appropriately Deal with any queries/cancellations/refunds for transport services
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.