

Goldwyn School

Job Description: Deputy Transport Manager/Driver

Job Title:	Deputy Transport Manager/Driver
Employed For:	36.5 hours per week term time only plus staff development days
Hours of Work:	Monday to Friday. 8am-4pm Monday to Thursday and 8am-3pm Friday
Employed at:	Goldwyn Ashford
Responsible To:	Transport Manager/Principal
Purpose of the Job:	To assist the Transport Manager across all aspects of the Goldwyn Home to School Transport remit and undertake driving duties as and when required.

The post holder will demonstrate a commitment to the vision, school development plan and policies of the school. In return, the management are committed to supporting the training and development of all members of staff. We aim to provide staff with the skills they need to fulfil their duties so that we achieve the highest standards in all we do. The post holder will share the responsibility for identifying their needs and will demonstrate a commitment to work collaboratively and cooperatively to fulfil these.

Key Duties and Responsibilities:

Supporting the Transport Manager in the delivery of the School's Home to School Transport to include:

- Provide administrative, and organisational services
- Process forms, returns, etc., including those to KCC
- Process, maintain and monitor financial records relating to transport expenditure
- Support devising the most efficient and effective transport plan for that school (individual route planning, organising taxis, managing daily changes)
- Devising bespoke transport plans for exams
- Communicating with school staff, drivers, taxi companies and parents/carers
- Co-ordinating training of drivers with the Director of Inclusion e.g. Safeguarding training etc
- Management of the vehicle fleet to include organising servicing, MOTs, vehicle repairs etc
- Driving students to and from school every day
- Monitoring of vehicle tracking systems
- Supervise and support drivers within the Transport Team
- Deputising in the absence of the Transport Manager and assisting daily as required across all Goldwyn Sites.

Health & Safety

- To be ever mindful of the dangers that threaten the wellbeing of students and staff alike
- To supervise the use and care of the learning environment.

Performance Development:

- All staff must complete a satisfactory Performance Review in accordance with the Pay Policy to ensure pay progression

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity (linked to the relevant standards).
To review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

Safeguarding

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

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Principal.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. In addition it may be amended at any time after consultation with you.