



## JOB DESCRIPTION

### TRANSPORT COORDINATOR (with Estates Technician responsibilities)

- The School:** Twyford is a successful co-educational, independent day and boarding prep school for pupils age two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 23 acres of mature grounds, with a beautiful Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.
- Job Purpose:** To support the smooth operation of the School Transport and Estates Team
- Hours of Work:** You will work 40 hours per week, over four shift patterns, Monday to Friday
- (1) 07.00 – 16.00
  - (2) 07:30 – 16:30
  - (3) 08:30 – 17:30
  - (4) 09:30 – 18:30
- In addition, you will be required to work approximately one Saturday in three or four from 8.00 am until 12.00 Noon. On these weeks you will take 4 hours off in the week. You will be entitled to one-hour unpaid lunch break. Shifts are allocated amongst the team.
- Salary:** £18,685 - £27,267.42 depending on experience. Scale progression.
- Holiday:** 28 days plus bank holidays.
- Reporting Line:** All Estates Technicians are accountable to the Bursar through the Estates Manager.

#### Key Responsibilities

To manage the School's fleet of minibuses and ensure the School is legislatively compliant.

To work as a team to support the smooth operation of the School using a range of skills. These will involve:

- Pro-active and reactive maintenance
- Efficient operation and maintenance of mechanical and electrical systems
- The movement of equipment and resources
- Completion of a range of Health and Safety checks
- Ensuring an attractive and safe environment both internally (in buildings) and externally (gardens, grounds and pitches)

## Transport

- To provide a safe and compliant service on behalf of the School, in support of parents and staff.
- To drive the School minibuses or other School vehicles as required including driving the School bus routes (morning and/or afternoon).
- To work closely with the Compliance Officer to ensure School transport policies and risk assessments are regularly reviewed, reflect best practice and information disseminated to relevant staff.
- To keep driver and vehicle admin up to date regarding servicing, checks, licensing, training, and insurance, coordinating driver training as required and ensuring the Compliance Officer has an up to date record of annual drivers' licence checks and in-date MIDAS certificates.
- To be both pro-active and reactive in the organisation for maintenance of all School transport including mechanical and electrical systems, paying heed to safety and compliance, in a timely manner.
- To keep up to date on relevant changes in standards and legislation.
- To action any relevant changes in accordance with Section 19 Permit requirements.
- To oversee the quality standards of the zero hours drivers including their deployment and authorisation of their monthly timesheets.
- To ensure drivers complete and record daily checks and obtain quotes for remedial works identified.
- To work closely with the ICT Technician, to manage and monitor the Vectare (school transport) booking system effectively including professional liaison with parents as required and ensuring drivers are deployed to fulfil required routes, communicating effectively at all times.
- To work closely with the ICT Technician to ensure transport for sporting fixtures and extra-curricular activities are organised effectively and efficiently including the book of external vehicle hire.
- To maintain accurate records and supply finance with information to ensure correct budget allocations are considered.
- To arrange 10-week safety inspections, MOT tests and servicing of vehicles.
- To help to plan minibus routes (current and future) and ensure the safety equipment/materials needed are available on all vehicles including any resources required to enable a COVID-19 secure environment on the vehicles.
- To ensure drivers are aware of their responsibilities and ensure they uphold their responsibilities.
- To ensure buses are always clean and ready to drive and they are fuelled accordingly.
- To assist with car parking duties as required and direct traffic flow/parking during busy periods.

## Gardening:

The team are responsible for the developing and maintaining the courtyards, beds, lawns and wider external environment of the School to a very high standard, making an attractive and safe external environment for all those using the School.

- To carry out gardening duties safely, thoroughly and with the minimum amount of supervision
- To maintain and improve lawns and courtyards to a very high standard
- To maintain and improve the soil in borders and beds

- To design, develop and maintain borders and beds
- To maintain shrubs and climbing plants
- To maintain hard landscaping and play surfaces.

### **Grounds & Pitches**

The team are responsible for all sports surfaces, maintaining and preparing them to a high standard

- To use appropriate equipment to ensure playing surfaces are ready for a range of sports throughout the academic year
- To maintain the artificial surfaces for safe play
- To assist with the erection and dismantling of required sports equipment
- To assist with the marking and over marking of sports pitches and running track and field events
- To service, repair and maintain the sports equipment including the adventure playgrounds
- To maintain and service the tools and equipment used on the grounds
- To keep the grounds and approaches to the School clear of litter and keep pathways and grounds clean and tidy
- To prepare risk assessments relevant to the tasks being undertaken.

### **Maintenance**

- To improve, renovate, maintain and prepare the facilities and physical environment of the School
- To carry out general maintenance and building repairs involving basic plumbing, electrical work, carpentry, decoration and other building skills
- To operate and conduct basic maintenance of gas boilers, heating systems, swimming pool plant and water softeners
- To report defects or required repairs in a timely manner to the Estates Manager
- To work with, and where required, supervise contractors and suppliers on the School site

### **Health & Safety:**

- To undertake system and safety tests including fire safety system components, water (Legionella) tests and PAT testing
- To be aware of and refer to the Asbestos register when necessary
- To undertake gritting and clearing leaves, ice and snow from roads and paths.
- To maintain and safely use mechanical equipment, including mowers, tractors, hedge trimmers and strimmers, as well as hand tools.
- To complete risk assessments and method statements when relevant work is undertaken. This will include, but not limited to, working at heights, with substances hazardous to health and manual handling.
- To implement safe ways of working at all times.
- To understand and implement the School's Health and Safety policy, security, emergency and fire procedures

### **Porters Work:**

- To move furniture and heavy items in support of the School and ancillary activities.
- To assist with setting up and dismantling furniture and equipment for special events
- Manage the School's rubbish disposal processes
- Handle deliveries and distribution within the School

### **Security**

- To support security arrangements including the management of keys and locking and unlocking facilities in the morning and evening.
- To ensure the security of the grounds, minibuses and maintenance equipment.

### **General**

- To maintain a tidy and safe tool shed, ensuring all equipment is kept in good order
- Report faulty or damaged equipment or potential hazard identified

It is impossible to list every task you may be required to undertake in this job description, and you may be asked to undertake any reasonable duties as may be required from time to time. The team will provide each other with mutual support and will work on projects and specific tasks under the direction of the Bursar and through the Estates Manager. The allocation of work will recognise that you will have a skill set that suits particular tasks but you will be required to support the team by developing a range of skills over time. Team members will view this cross-functional working as an opportunity for personal development and will take pride in supporting the objectives of the School.

You will be required to assist at specific events throughout the year which may include weekends or evenings. Events include:

- The TPA Grand Fireworks Night
- The TPA Christmas Fair
- The Twyford Extravaganza

You will be given time off in lieu (TOIL) for working these extra hours.

### **All staff are expected to:**

- Follow the School's safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority.
- Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others.
- Take an active role in ensuring the realisation of the School Development Plan
- Treat each pupil and each other as an individual with courtesy and respect.
- Take part in relevant training programmes identified by the School.
- To carry out any other reasonable duties as requested by the Head or Bursar.

**Note: This job description will be reviewed annually**

*Updated October 2021*