



# Group Transport and Operations Manager

## Candidate Pack



## **INTRODUCTION**

An experienced, enthusiastic, CPC-qualified Group Transport and Operations Manager is required to support the development of the Wishford group of independent schools.

The successful candidate is likely to have experience of working in a multi-site service business. The role would suit someone with a background in education, an analogous sector like healthcare, retail, hospitality or leisure or from the armed forces.

## **WISHFORD SCHOOLS**

Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group is growing rapidly and we expect a number of additional schools to join us in the near future.

The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

For more information on the Wishford Schools group, please visit: [www.wishford.co.uk](http://www.wishford.co.uk)

## **THE ROLE**

Working within the central operations team, the Group Transport and Operations Manager takes responsibility for:

- All aspects of fleet safety and compliance including maintenance, driver training and licensing for a fleet of 14 x sixteen seat and 11 x nine seat minibuses.
- Liaising with the Traffic Commissioner's Office to ensure compliance with the terms of the Group's Passenger Service Vehicle (PSV) licence.
- Health and Safety at Work.
- Risk management.

## **TERMS**

Based at the group's Head Office in Corsham, Wiltshire, but with a significant proportion of time spent in schools, this is a full-time, year-round role.

A competitive package of salary and benefits is available, including potential for school fee remission. Salary is dependent on experience but is expected to be in the range of £34,000-£40,000 per annum.

## **HOW TO APPLY**

Applications should be submitted using the group's application form, which can be found here: <http://www.wishford.co.uk/Jobs/>

**Wishford Schools is committed to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo appropriate pre-appointment child protection screening.**

## **CONTACT DETAILS**

If you would like further information or a confidential discussion about the role, please contact Mark Dingle, Director of Operations, on 01249 713908 or [mark.dingle@wishford.co.uk](mailto:mark.dingle@wishford.co.uk)

# **JOB DESCRIPTION - GROUP TRANSPORT AND OPERATIONS MANAGER**

September 2020

Responsible to: Director of Operations

Responsible for: Group Transport and Operations Management

## Objectives

To enable the smooth running of transport management, health & safety and risk management across the Group.

## Job Description

### Fleet safety and compliance

- Ensure the safe and compliant operation of all vehicles (mainly minibuses) within the group, in accordance with the Group's Operators Licence and current Road Transport Regulations.
- Run the maintenance schedule to ensure the timely and efficient servicing of all vehicles, reviewing relationships with service suppliers where necessary.
- Maintain a succession plan and associated programme of training for drivers to ensure that fleet demand is met in the optimum way.
- Develop effective contingency plans to ensure that route coverage is always be achieved, ideally without a requirement to draw on teaching or school administrative staff.
- Monitor driver hours, overtime and utilisation to ensure best value for money is being achieved.
- Ensure that drivers hold the correct licences and that new drivers are correctly recruited and inducted in accordance with safeguarding and safer recruitment regulations.
- Ensure that all drivers have a parent and pupil centric approach that allows the highest standards of service to be provided at all times
- Maintain the condition schedule for all vehicles within the fleet, to enable effective planning for replacement to occur.
- Periodically review, update and implement associated fleet related policies and procedures, ensuring these are fully understood by all drivers.
- Keep all fleet related data up to date.
- Identify, report and manage fleet risks.

### Regulatory Awareness

- To have a detailed knowledge of Health & Safety regulation, including the Health & Safety at Work Act.
- To have a detailed knowledge of transport management regulations as they relate to Public Service Vehicle Standards, as defined by the Traffic Commissioner's Office.
- To maintain a working knowledge of the regulatory framework applicable to the group's schools, including the Independent School Standards, EYFS and National Minimum Standards for Boarding.

### Policy Making & Implementation

- In conjunction with the Director of Operations to review and maintain standard template policies including:
  - Health & Safety Policy;
  - Risk Assessment Policy;
  - Critical incident Policy;
  - First Aid Policy; and
  - Travel Policy.

- To work with each of the group's schools to tailor these policies to the specific circumstances of the school and to support and monitor their implementation.
- To review and update policies on a regular basis and as required by changes in regulation, and support the implementation of these updates in a timely manner.
- To put in place common templates and procedures for reporting incidents, risk assessments, etc. and common protocols for their review and analysis, utilising IT effectively wherever possible to streamline processes.
- To ensure that appropriate records are maintained to ensure regulatory compliance in respect of all Health & Safety matters.

#### Training & Sharing of Best Practice

- To prepare and deliver regular training and briefings covering Health & Safety topics.
- To ensure school staff receive regular Health & Safety training relevant to their position.
- To organise regular opportunities for school support staff to share best practice in health & safety, risk management and transport.

#### Monitoring & Review

- Where required, support the schools with termly Health & Safety Committee meetings and ensure matters arising are actioned in a timely manner.
- Working in conjunction with the Director of Education and Compliance, maintain a systematic approach to monitoring Health & Safety compliance within each school, identifying and addressing any areas of non-compliance.
- To periodically visit each of the group's schools to provide support and oversight of the implementation of Health & Safety policies, as outlined above.
- To support the embedding of a positive safety culture across the group.
- To complete periodic safety reviews (making use of external experts as required), and ensuring that action points arising are dealt with in a timely manner, including but not limited to:
  - Catering equipment and hygiene assessment;
  - School travel;
  - Incident management and reporting; and
  - Site security audits.
- To support the group's Schools to ensure that:
  - All playground and climbing equipment is fit for purpose and regularly inspected, and any remedial works are actioned; and
  - Contractors working on sites have produced Risk Assessments & Method Statements, and carrying out spot checks to ensure they are working safely.

## PERSON SPECIFICATION

The successful candidate will have the following qualities:

- Honesty and integrity.
- Ambition, energy, enthusiasm and commitment.
- A positive can-do attitude and willingness to be hands-on.
- A strong entrepreneurial spirit.
- Excellent communication skills and ability to build relationships.
- A desire to achieve the very highest standards in everything they do.
- Leadership qualities including authority and empathy to connect with and inspire colleagues.

The successful candidate will have the following skills and experience:

- Essential - Operator CPC qualification for Passenger Service Vehicles.
- Desirable - recognised Health and Safety at Work qualification such as NEBOSH. Training can be provided if required.
- Demonstrable commercial knowledge and awareness of operations.
- Planning, organisational and influencing skills.
- Team management, leadership and coaching.
- Understanding of fleet management.
- Full valid driving licence.