



WESTONBIRT
SCHOOL

SCHOOL TRANSPORT COORDINATOR

CANDIDATE PACK



The Opportunity

Westonbirt School is seeking a dedicated and organised School Transport Coordinator to manage and oversee all aspects of transportation for our students. This role is crucial in ensuring the safe and efficient transport of students to and from school, sports fixtures, trips, and other activities. The coordinator will also support transportation needs during holiday periods, including commercial activities such as the Westonbirt International Summer School and Discover Camps.

Responsible to: Director of Estates and Services for Westonbirt School

Westonbirt School

Westonbirt School is a co-ed independent day and boarding school for boys and girls aged 2 to 18 years, located in the Cotswolds, 90 minutes from London. At Westonbirt you will find an inspired community, set within 210 acres of parkland grounds and a breathtaking mansion. With an ethos of greenhouse not hothouse, success is celebrated and talent is nurtured. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

The School was recently voted 'Co-educational Independent School of the Year' at the 2023 Independent School of the Year awards and is also included in the Fortune 'World's Leading Boarding Schools' 2023 report with a five star review.

For more information on Westonbirt School, please visit: www.westonbirt.org

Hours, Salary & Benefits

Hours: 25 hours per week, year round, permanent role, based at Westonbirt School.

Salary: £18,000.00 pa

Benefits:

- 5% employer pension
- EV scheme with Octopus
- Cycle to work scheme and shopping discounts
- Means tested staff discount
- 16 days holiday + bank holidays per annum
- Access to the group's counselling scheme
- Access to fully funded apprenticeships
- Discretionary Christmas stand down
- Complimentary lunch where possible
- Personal accident at work cover

Application and Key Information

To apply for this position, please complete an application via eteach - [link here](#)

We reserve the right to close the vacancy prior to the application deadline/closing date should a suitable candidate be found. Prompt application is encouraged as we will arrange interviews as applications are received.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

If you would like further information or a confidential discussion about the role, please contact Hr@westonbirtschool.uk



Job Description

Home to School Transport:

- Coordinate and manage daily transportation for students from home to school and back.
- Ensure all routes are planned efficiently and safely.
- Liaise with parents, guardians, and transport providers to address any concerns or changes.
- Coordination of the transport database and customer recharging.

Sports Fixtures and Trips:

- Organize and manage transportation for sports fixtures and school trips and entering trip data into the transport database.
- Ensure timely and safe travel arrangements for all events.
- Coordinate with coaches and trip organizers to meet specific requirements.
- Liaise with other departments, drivers and parents for late running trips.

Boarders' Travel:

- Arrange transportation for boarders returning home via the airport at the end of each term.
- Ensure all travel arrangements are made in a timely and efficient manner.
- Communicate with parents and guardians regarding travel plans and updates.

Holiday Period Activities:

- Support transportation needs for activities during holiday periods, including the Westonbirt International Summer School and Discover Camps.
- Coordinate with activity organizers to ensure smooth and efficient transport logistics.

General Duties:

- Maintain accurate records of all transport arrangements and schedules.
- Process drivers timesheets and expense claims
- Ensure compliance with all safety regulations and school policies.
- Provide excellent customer service to parents, students, and staff.
- Manage transport-related budgets and expenses.
- Manage the timely download of tachograph records.

Person Specification

- Proven experience in transport coordination or a related field.
- Excellent organisational and communication skills.
- Ability to work independently and as part of a team.
- Strong problem-solving skills and attention to detail.
- Knowledge of transport safety regulations and best practices.
- Flexibility to work during term time and at least 4 weeks out of term time.