



King's College

TAUNTON

Transport and Travel Manager

Closing Date: Friday 22 November 2024





Welcome

Thank you for your interest in the role of Transport and Travel Manager at King's College.

We are looking to appoint a Transport and Travel Manager who will play a key role in delivering operational excellence by organising the smooth day-to-day running of the daily transport service and transport requests from staff. The role will also ensure that all school vehicles and transport remain safe, compliant, and cost effective; as well as line managing a team of drivers.

This will be both a management and hands-on role involving active participation in driving to support both home to/from school transport and all school fixtures/trips/events during term time, together with airport transfers at the beginning and end of each half-term.

The role will be term-time only (36 weeks per year), 37.5 hours per week Monday to Friday, flexibility required.

We look forward to hearing from you and considering your application.

MICHAEL SLOAN
Headmaster



About the Schools

King's provides continuous day and boarding education for girls and boys aged two to 18 years. It comprises King's College Prep which has approximately 300 children from two to 13 and a senior school with approximately 400 pupils from 13 to 18.

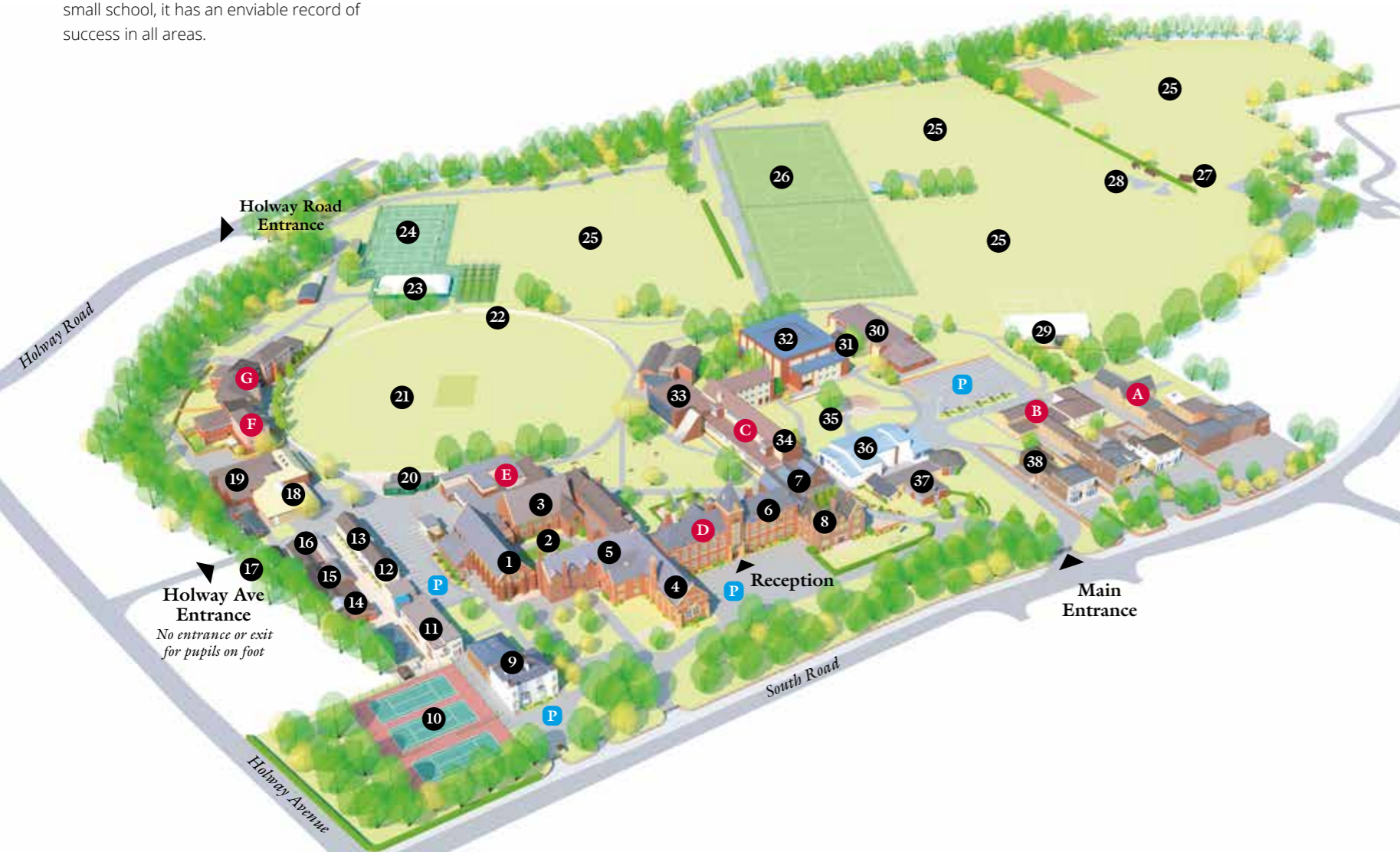
The schools are situated on separate sites in the south west of England and combine traditional values with state-of-the-art facilities. Both schools are run by one governing body, with many functions (marketing, strategy and finance for example) undertaken jointly.

King's College has a rich and welcoming family and community ethos. About half of the pupils are full time boarders. For a relatively small school, it has an enviable record of success in all areas.

The school has regularly topped GCSE and A-level league tables for Somerset. A broad range of co-curricular activities is offered, and the school is renowned for its success in sport, music, performing arts, fine art, design technology and outdoor pursuits. In many of these activities our pupils have achieved success at national and even international levels.

Good discipline is encouraged in a firm and positive way within a supportive pastoral framework. King's College is strong on manners and social skills. Pupils go on to thrive at good universities and in their professional careers.

In short, King's is a purposeful, outward-looking, down-to-earth, highly successful school.



King's College

South Road, Taunton TA1 3LA

<p>Main School Building</p> <p>1 The Chapel</p> <p>2 The Quad</p> <p>3 Dining Hall</p> <p>4 Woodard Room</p> <p>5 Latin</p> <p>English</p> <p>Philosophy of Religious & Ethics</p> <p>Modern Foreign Languages - <i>upstairs</i></p> <p>6 Main School Corridor</p> <p>Headmaster's Office</p> <p>PA to the Headmaster's Office</p> <p>Examination Office</p> <p>Admissions Office</p> <p>Careers Office</p> <p>Maths</p> <p>7 Philip Richards Building</p> <p>Library - <i>upstairs</i></p> <p>IT Helpdesk</p> <p>Visitor toilets</p> <p>8 Headmaster's House</p> <p>9 Silvermead Studio and Arts House</p> <p>10 Briar Lee Tennis Courts</p> <p>11 Sixth Form Centre</p> <p>Head of Sixth Form Office</p> <p>Development Office</p> <p>12 School Uniform Shop</p> <p>13 Cookery School</p>	<p>14 Laundry</p> <p>15 Shooting Range</p> <p>16 CCF and Outdoor Pursuits</p> <p>Stores</p> <p>Chindits</p> <p>Army/Navy/Marines</p> <p>17 Finance Office</p> <p>18 Design Technology Centre</p> <p>19 Squash Courts</p> <p>20 First Team Cricket Pavillion</p> <p>21 First Team Cricket Pitch</p> <p>22 Buttler's Ramp</p> <p>23 Tennis and Netball Dome</p> <p>24 Tennis and Netball Courts</p> <p>25 Sports pitches</p> <p>(rugby/cricket/athletics/football)</p> <p>26 All-weather Hockey Pitch</p> <p>27 Cricket Pavillion</p> <p>28 Athletics Cabin</p> <p>29 Sports Performance & Cricket Centre</p> <p>30 Swimming Pool</p> <p>31 Changing Cabins</p> <p>32 Sports Hall</p> <p>Climbing Wall</p> <p>Gym</p> <p>PE Classrooms</p>	<p>33 Science Centre</p> <p>Biology</p> <p>Chemistry</p> <p>Physics</p> <p>History</p> <p>34 Geography Centre</p> <p>35 The Amphitheatre</p> <p>36 The Theatre</p> <p>Black Box</p> <p>Auditorium</p> <p>37 Music School</p> <p>The Octagon</p> <p>Music Technology</p> <p>Practice Rooms</p> <p>38 Medical Centre</p> <hr/> <p>A Bishop Fox House</p> <p><i>Boys</i></p> <p>B Carpenter House</p> <p><i>Girls</i></p> <p>C Meynell House</p> <p><i>Girls</i></p> <p>D King Alfred House</p> <p><i>Boys</i></p> <p>E Taylor House</p> <p><i>Girls</i></p> <p>F Woodard House</p> <p><i>Boys</i></p> <p>G Tuckwell House</p> <p><i>Boys</i></p>
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A Rural County of Rolling Hills

Taunton is surrounded by natural beauty, with the Blackdown, Mendip and Quantock Hills on the doorstep, plus Exmoor National Park, the Somerset Levels and Dartmoor a short drive away.

Somerset is renowned for its cheddar cheese and cider. A wealth of apple orchards once made Somerset the cider capital of the UK, whilst the Cheddar Gorge caves are still used to mature cheese today.

Taunton is the county town of Somerset, in the South West of England. It is a busy market town located off junction 25 on the M5.

A growing commercial and residential centre, Taunton has a splendid small theatre, the County Cricket Ground, a successful rugby club, a delightful museum, the usual shopping outlets and restaurants, and a regular farmers' market.

If you love the great outdoors, you can be on the beach in 40 minutes and the Quantocks are just 15 minutes away. For those who prefer city lights, the fast West Country train service reaches Paddington in under two hours. By car, Exeter is 25 minutes south, Bristol 35 minutes north and you can reach Bath in about an hour.



The Role

Post	Transport and Travel Manager
Responsible to	Director of Finance and Operations
Salary	FTE £28,000 per annum, actual salary for working term time only £21,754 per annum
Hours of work	Term-time (33 weeks) plus 3 days before the beginning of each Term, 1 day on last Saturday of Summer Term, and 1 day each half term, and 2 days at the start of the Summer break. A total of 36 weeks. 37.5 hours per week Monday to Friday with an hour for lunch, however flexibility is required. Overtime/days/hours in lieu can be claimed for additional driving hours outside of the main term time hours.

Job Function

The Transport and Travel Manager is directly responsible to the DFO for the smooth day-to-day running of all school related transport requirements – including the daily transport service and transport requests from staff and ensuring the highest levels of safety/safeguarding. In addition, to manage the travel for all boarders at the beginning and end of term and half terms and support where required for exeats. The Manager is required to liaise closely with, inter alia, the Assistant Heads Co-Curricular (AHCCA), KCT Head of Boarding (HOB), Lead Caretaker/ Security & Transport (LCST), KCT School Secretary and the Admin & Finance Officer (AFO) at KCP.

Travel

- To organise airport transfers for pupils for the start and end of each term and half term – taxi, coaches and staffing
- To assign appropriate school vehicles for all school use
- To advise on new vehicles and license requirements for staff
- Assisting the Head of Boarding with gathering and collating information for all boarders' travel so that relevant buses and transport can be booked
- To advise on new cost-efficient routes to increase and support pupil numbers
- To support Admissions and Head of Boarding with ensuring all quarantine and border security procedures are followed
- To ensure that all transport costs are received and recognised correctly within their budgets for those responsible for CCA, Sunday and academic trips
- To work with the AFO and School Secretary in ensuring appropriate pupil recharges and pupil, parents and guardian communication (supported by School Sec and AFO)
- To ensure that all school related transport requirements are planned and implemented in a well organised and thorough manner

Transport (KCT and KCP)

- To organise a daily transport for school runs – routes, drivers and vehicles – supported by AFO KCP
- To maintain regular contact and a positive working relationship with our external transport companies to ensure appropriate hire vehicles are in place for required trips
- To line manage the school drivers – arranging temporary drivers to cover absence in liaison with the LCST, when required
- To manage the transport budget and provide a high level but cost-effective service
- To recruit – including safer recruitment requirements – new bus drivers where required and conduct driver assessment courses (training will be provided)
- To ensure you receive required transport requirements from AHCC (or the Assistant) for the upcoming term for Sport weekly fixtures with confirmation every fortnight
- To provide a driving option for one of the school runs each day during term-time (morning and evening)
- To be on call to ensure early and clear communication with drivers last minute unavailability

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	<p>A good standard of education</p> <p>Valid D1 driving licence (or willing to gain the licence category by training) and willing to drive a minibus</p>	
Knowledge & skills	<p>Embody the values of King's College, demonstrating loyalty to the school and its ethos</p> <p>PC literate and the ability to learn new software</p> <p>Have a keen eye for detail and be able to recognise when something is amiss</p> <p>Be an effective and clear communicator in writing, face to face and over the telephone</p>	<p>An understanding of the law regarding driving licences, minibus requirements (under and not under Section 19 permits) and the different categories of usage</p>
Experience	<p>Experience of supervising staff</p> <p>Proven experience in a similar administrative role</p>	<p>Experience working in the independent education sector</p>
Personal competencies & qualities	<p>Be confidential, discreet and tactful at all times with all stakeholders</p> <p>Show flexibility in the approach to work, dealing with the unexpected and problem solving</p> <p>Well organised, efficient, friendly, courteous and helpful in dealings with parents, pupils and staff</p> <p>Willingness to go the extra mile to ensure excellent customer service</p> <p>Effective multi-tasker, remaining calm under pressure</p>	

The qualities and experience outlined in the person specification will be assessed by the following methods:

- Sight of original qualifications
- King's College application form
- Interview, including a practical assessment
- References from current employer and other, chosen, professionals

King's College is committed to safeguarding and promoting the safe welfare of children and young people, and expect all staff to share this commitment. This post is subject to an enhanced DBS check.

Appointment Process



Candidates are expected to have read the enclosed appointment policy and agreed to the terms within.

There are discounts at both King's College Prep and King's College for staff children.

Please apply by completing the appropriate King's College application form (we are unable to accept CVs without our application form).

Please write a brief letter of application, addressed to the HR Manager and send by email or post to;

Mr Craig Sweet
c/o HR Department
King's College, Taunton, Somerset TA1 3LA

CSweet@kings-taunton.co.uk
01823 328105

The closing date for applications is Friday 22 November 2024.





King's College

TAUNTON

South Road, Taunton, Somerset TA1 3LA
01823 328200 | reception@kings-taunton.co.uk

www.kings-taunton.co.uk