Gosfield School
Established 1929
Knowing every child
Nurturing potential

**Transport Coordinator**

**Job description**

Job Title: Transport Coordinator
Reporting to: Head of Operations
Hours: 20 hours per week term time only plus two weeks

**Job purpose**

To coordinate and administer the school's transport operation, ensuring that drivers, vehicles and journeys are organised effectively and that transport is delivered safely, reliably and in accordance with school procedures and relevant requirements.

Main duties and responsibilities

- Coordinate the day-to-day operation of the school's minibus and transport services.
- Liaise with and support the school's drivers, maintaining clear communication and helping to resolve day-to-day issues.
- Prepare and maintain driver rotas, schedules and vehicle allocations, arranging suitable cover where required.
- Coordinate transport requirements for school trips, fixtures, activities and other events, working with relevant staff to confirm timings, vehicles and drivers.
- Communicate with transport arrangements, changes and delays to relevant staff and parents using the school's agreed systems and procedures.
- Maintain accurate vehicle and driver records, including servicing, MOT's, inspections, maintenance, defects and other compliance documentation.
- Monitor servicing and inspection dates and arrange bookings or follow-up actions to help ensure vehicles remain safe, roadworthy, and available.
- Help ensure that transport procedures and relevant legal, regulatory, and school requirements are followed, escalating concerns to the Head of Operations.
- Assist with the administration of parent transport enquiries, route information, pupil lists and changes to transport arrangements.
- Identify operational issues and opportunities to improve the efficiency, reliability, and communication of the transport service.
- 5 – 10 hours of driving per week.

**Person specification**

- **Essential:** Excellent organisational and time-management skills, with the ability to priorities and manage a varied workload.
- **Essential:** Clear and professional communication skills, both written and verbal.
- **Essential:** A careful and methodical approach to administration, record keeping and attention to detail.
- **Essential:** Confident using everyday IT systems, email, spreadsheets and digital communication tools.
- **Essential:** Ability to work independently, use initiative, and work constructively with colleagues and drivers.
- **Essential:** A flexible and practical approach to resolving operational problems.
- **Desirable:** Experience in transport, logistics, scheduling, or a similar coordination role.
- **Desirable:** Experience maintaining vehicle, driver, servicing or compliance records.
- **Desirable:** Experience working in a school or other busy organisation.
- **Desirable:** Knowledge of school transport requirements and relevant driver/vehicle compliance matters.

**Working relationships**

The Transport Coordinator will work closely with the Head of Operations, school office, drivers, teaching and support staff, parents and external service providers as required.

**Scope and accountability**

The postholder is responsible for the effective coordination and administration of transport arrangements. They must promptly report vehicle safety concerns, driver-related issues, compliance risks, or incidents to the Head of Operations.