

Position of  
**SCHOOL TRANSPORT  
COORDINATOR**

Yarm School,  
North Yorkshire



**YARM SCHOOL**

EDUCATING FOR LIFE

Co-educational | Day School | Ages 3-18 | HMC



[WWW.YARMSCHOOL.ORG](http://WWW.YARMSCHOOL.ORG)





## THE ROLE

Are you an experienced administrator looking for a new challenge? We are seeking to appoint a School Transport Coordinator to join our Support Staff at Yarm School.

The School Transport Coordinator will be responsible for managing the School's vehicle requirements in line with our business needs and to ensure full regulatory compliance. This will involve tasks such as liaising with our vehicle contractor for maintenance schedules, organising minibus bookings for the School, responding to teaching staff on transport queries, and carrying out small maintenance tasks i.e tyre pressure checks and oil top-ups. Please see the full task list below to give an idea of the scope of the role.

The position will be well suited to someone who has experience working in a busy administrative environment in the transport or automotive industry. However we would be keen to hear from individuals who have a strong administration background with a transferable skill set and enthusiasm to take on this role.

The Job Holder will work closely with many different departments around the School and requires excellent communication and interpersonal skills. The successful candidate must be able to work effectively, manage expectations and have confidence to promote best practice of vehicle use throughout the School.

They should be keen to learn about School and be proactive in supporting other departments, should they find themselves with time to spare from the task list below.

This role is 52 weeks per year for 35 hours per week to be worked Monday - Friday on the school site 8.30am - 4pm. We offer a variety of benefits to our team which are listed in this document, supportive and friendly colleagues and a work environment situated in picturesque grounds.

## LOCATION

Yarm is a beautiful market town on the edge of the Teesside conurbation which enjoys easy access to both town and countryside, including the nearby North York Moors, Yorkshire Dales and stunning coastline. Opportunities for outdoor pursuits and exploration of all kinds are many and varied. Similarly, the cities of Newcastle, York and Leeds are within close range and provide much in the way of arts and culture. With superb rail network links in the town itself and nearby, London is also only 2.5 hours away by direct train.

The school is very much a part of the town, with pupils, staff and parents enjoying all that the buzzing High Street has to offer by means of shops and cafes.

## RESPONSIBILITIES

The School Transport Coordinator has the overall responsibility for the day to day operation of the School's vehicles. There are 10 minibuses, 1 crew cab, 2x trailers, and a variety of estate vehicles.

It is critical that the School runs a smooth transport function to allow pupils to attend the many trips and fixtures that take place on a daily basis over the course of the school year, and that all other school vehicles are maintained to a high standard. This involves allocating bookings to appropriate buses as requested by staff, and ensuring the vehicles are legally roadworthy and operated in line with the appropriate regulations.

The School Transport Coordinator must be organised, diligent and able to work under their own initiative. It is assumed that the post-holder could undertake and would be enthusiastic to assist with reasonable admin tasks as required by the School from time to time.

## GENERAL DUTIES

- Carry out all required vehicle administration, including timely response to staff emails, attendance of departmental meetings, H&S Forum etc;
- Conduct familiarisation for newly qualified D1 drivers and maintain an appropriate audit trail;
- Monitor staff numbers with current D1 licences and advise staff on required driver training in line with regulatory requirements;
- Collate and keep up to date digital records of annual staff DVLA checks;
- Act as an ambassador for the operation of minibuses around School, promoting the advantages of driving, and encouraging training uptake among staff;
- Maintain ownership of all School transport policies and procedures; reviewing and updating on at least an annual basis (in line with legal requirements and School operational needs), and promoting these to staff and ensure staff are following their responsibilities;
- Liaise with the Estates Manager and Head of Rowing to ensure ongoing maintenance and upkeep of departmental vehicles;
- Ensure that all vehicles are legally roadworthy. Including being taxed, MOT'd, have s.19 permits where appropriate, are insured, and all daily visual checks of the vehicles are carried out;
- Perform light maintenance and checks on vehicles (i.e check and top up oil, screenwash or Adblue if required);
- To maintain a Vehicle Daily Defect Sheet, keeping it digitally for appropriate action/inspection;
- Ensure a written maintenance programme is in place and appropriate vehicle inspections are strictly adhered to in line with regulations, while accommodating the School's transport needs, prioritising vehicle use and negotiating effectively with staff when required;
- Liaise effectively with the maintenance contractor as the first point of contact within School;
- Maintain an online booking system for the minibuses for school use, in addition to booking additional coaches or hire minibuses as demand requires;
- Maintain an up to date digital folder of all vehicle documentation (V5s, MOT certificates, inspection, s.19 permits etc) for any staff who require this information for trips and any other relevant minibus driving guidance;
- Ensure that any minibuses which break down are recovered by an appropriate roadside assistance and recovery scheme and scheduled in for repair as soon as possible to minimise vehicle down-time;
- Maintain responsibility for monitoring CAZ/ULEZ areas and toll charges, notifying staff whenever their routes might engage such areas, and managing the online accounts in order to arrange for payment of any relevant tolls;
- Administer and forward to relevant staff, any fines or parking notices received by the school in respect to the minibuses;
- Take the lead in ensuring effective and proper use of the vehicles according to School policies, communicating with staff in a timely and clear way and ensure long distance driving policy and all other transport-related policies are adhered to by staff, when liaising with the Educational Visits Coordinator on trip planning;
- Liaise with the Finance Manager with regards to maintenance costs, fuel budgets and hire costs. Ensure that due diligence is carried out regarding the management of the budget;
- Control and monitor the use of fuel cards, and cross reference invoices;
- Review incoming invoices from hire and coach companies to ensure correct use;
- Maintain a termly cleaning programme of minibuses, with additional deep-cleans as required, according to School policy;
- Ensure keys, fuel cards, log books, first aid kits, s19 permits, breakdown contact information, minibus equipment and any other relevant materials are always available in the minibuses or staff room, and that vehicle signage and presentation is kept immaculate;
- Pre-order and store securely any required vehicle sundries to allow most efficient use of the fleet at all times, i.e. engine oil, Adblue, windscreen wash etc;
- Complete yearly CPD and participate in the annual appraisal cycle.

## PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>GCSE's (including English and Maths), NVQ or equivalent</li> <li>Full clean UK drivers licence with D1 entitlement</li> </ul>	<ul style="list-style-type: none"> <li>A Level or equivalent</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Worked in the a vehicle sector or transport environment</li> <li>Basic experience of vehicle maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Worked in the education or another highly regulated environment</li> <li>Knowledge of s.19 permits</li> <li>Experience of driving a minibus</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Organised, ensuring prioritisation of tasks &amp; multi tasking</li> <li>Excellent verbal and written communication skills</li> <li>Attention to detail</li> <li>Customer service skills</li> <li>High level of IT competence, standard office style software</li> <li>High awareness of regulatory compliance</li> </ul>	<ul style="list-style-type: none"> <li>Experience using Google Drive</li> </ul>
Behaviour	<ul style="list-style-type: none"> <li>Motivated &amp; positive</li> <li>Work collaboratively and form good working relationships</li> <li>Personable and confidence to interact professionally with stakeholders</li> <li>Accept development feedback and actively work towards targets</li> <li>Have initiative and be proactive</li> </ul>	<ul style="list-style-type: none"> <li>Enthusiasm and interest in other departments around the school</li> </ul>

## CONTRACTUAL MATTERS

- 35 hours per week, Monday to Friday, 08.30am to 04.00pm
- 52 weeks per year
- Annual salary from £22,721 - £25,586 (dependant on experience)
- 30 minute lunch break excluded from contracted hours, a School lunch is available to take in the canteen free of charge during term time
- Annual leave entitlement 21 days, increasing by one additional day each year up to a maximum of 24 days (excluding bank holidays where the School is closed) to be taken outside of the School term time
- Pension and Life Insurance for eligible employees
- Employee Benefit Scheme & Employee Assistance Programme
- Free on site parking

NB: the School operates a 'no smoking or vaping policy' on site

## BENEFITS OF WORKING AT YARM

- Friendly working environment with a committed community of staff
- Staff receive a generous discount on school fees.
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%)
- Life assurance (death in service benefit of twice annual salary)
- Exceptional variety of high quality lunches, free during term time
- Dedicated on-site free parking
- Employee Benefits Scheme
- Cycle to Work Scheme
- Use of school gym outside school hours
- Discounted Auditorium tickets for School productions



## CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview will be asked to submit a self-declaration form before attending the interview in which they will answer a number of targeted questions about any criminal history or information that would make them unsuitable to work with children. More information about this can be found at:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is a pupil-facing role and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children, and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.

## SAFEGUARDING

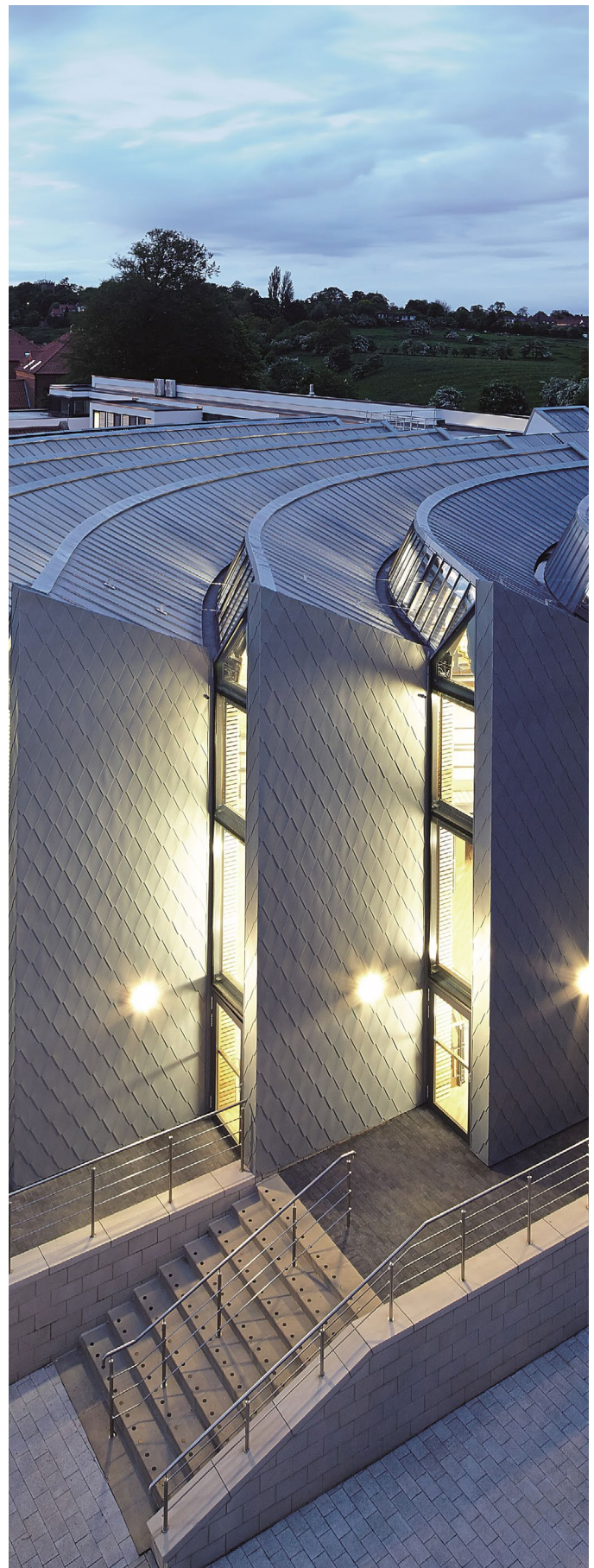
Yarm School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to vetting checks including an enhanced DBS check.

Applicants for all vacancies at Yarm School are encouraged to read these policies on our website before applying:

[Safeguarding and Child Protection Policy](#)  
[Vetting and Suitability Policy](#)

## EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.





## THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18.

There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium. The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.

## APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the School. This should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted by email with a covering letter explaining why the candidate and post are mutually suited.

## APPLY

The application form is available on the [Yarm School website](https://www.yarmschool.org).

**Deadline for applications is midday 12 June 2024.  
Shortlisting will follow, with interviews likely to be 20th & 21st June.**

All applicants must use the Application Form provided, together with submitting a covering letter to the School Manager, explaining why the applicant is suited to the post; CVs may also be submitted but are not a substitute for the Application Form. All applications must be sent via email to [HR@yarmschool.org](mailto:HR@yarmschool.org)

Yarm School  
The Friarage  
TS15 9EJ  
Tel: 01642 786023

