

<b>Job Title:</b>	Transport Assistant
<b>Hours of Work:</b>	30 hours per year/39.4 weeks
<b>Department:</b>	Support Services
<b>Job Grade:</b>	7
<b>Accountable to:</b>	Group Transport Manager
<b>Number of direct reports:</b>	None
<b>Budgetary responsibility:</b>	None
<b>Location:</b>	Stowe School
<b>Purpose of the role:</b>	To assist the Group Transport Manager in the day to day running of the Transport department.

**The Stowe Group**

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

**Vision & Ethos**

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

The Stowe Community is committed to working together to achieve Stowe's aims and objectives. It is a Christian community that aspires to excellence through working efficiently whilst being responsive to change, adding value where possible and using resources wisely.

#### **Key Tasks:**

#### **Key Responsibilities and Accountabilities:**

1. To assist the Group Transport Manager with all aspects of transport administration across the group of schools.
2. To organise the Exeat and End of Term transport for pupils at Stowe.
3. To collate weekly coach bookings schedule for hired in coaches at Stowe.

#### **Key Tasks:**

- Establish requirements for booking pupils Exeat/End of Term and return School Transport
- Liaise with Transport companies/third parties to make bookings as required for Exeat/Half Term
- Maintain and Transport email address, answering all emails in a timely fashion including all home-to-school transport correspondence.
- Provide an on-call service for queries on Exeat/Half Term returns.
- Assist the Group Transport Manager with maintaining the compliance records and for third party suppliers across the group e.g. Taxi & Coach Companies
- Assist the Group Transport Manager with maintaining the compliance records for drivers, ensuring all drivers of school fleet and grey fleet meet the required standards including dealing with speeding and parking fines.
- Assist the Transport Manager in all aspects of maintaining school vehicles. Carry out basic vehicles checks as required, including collection and delivery of vehicles to garages for maintenance and repairs.
- Assist with maintaining the Driver Check and License Checking databases. Explaining how drivers sign up to the license checking service and introducing drivers to the vehicle checking software.
- Assist with booking and managing driving training as required.
- Assist with vehicle bookings, allocation of folders in advance, to ensure drivers have access to the vehicles in a timely manner as required.
- Correspondence with parents regarding the Home-to-School service and using the Kura software to ensure pupils using the service can be tracked by parents/guardians.
- Collating charges to parent by reporting within tight deadlines to finance on Exeat transport and Home-to-school fees, for regular and ad-hoc use of the service.

- Book Minibuses / Coaches for School Trips – managed weekly in termtime.
- Carry out any other duties relevant to the Transport department ie driving our electric buses and minibuses as directed by the Group Transport Manager.

**Person Specification:** The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Driving Licence Cat B and D1</li> </ul>	
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>• Computer literate and familiar with using transport systems</li> <li>• An up-to-date knowledge of Transport compliance and safety regulations</li> <li>• A good knowledge of vehicles for carrying out daily vehicles checks, and basic repairs.</li> <li>• Must have up to date awareness and experience of transport related legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational setting.</li> <li>• An understanding of Child protection, Health and Safety and Manual Handling</li> <li>• At least two years' experience in a Transport team or environment</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Strong organisational skills</li> <li>• Good interpersonal and communication skills</li> <li>• Good time management</li> <li>• Handling Customer queries and escalating complaints as necessary</li> <li>• Excellent attention to detail</li> <li>• Team Player</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

**Date Agreed: May 2025**

**Our Values**



**Value scales:**

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

In the role of Transport Assistant we are looking for Change Makers who are (please highlight as appropriate):

<b>Professional:</b>	1	2	3	<b>4</b>	5
<b>Creative Problem Solvers:</b>	1	2	3	<b>4</b>	5
<b>Kind:</b>	1	2	3	4	<b>5</b>
<b>Flexible:</b>	1	2	3	<b>4</b>	5
<b>Collaborative:</b>	1	2	3	<b>4</b>	5
<b>Communicator:</b>	1	2	3	4	<b>5</b>