

Job Description

Job Title:	Group Transport Manager
Hours of Work:	37.5 hours a week with a 30-minute unpaid lunch break each day. Flexibility to work outside of these hours where required, this will include being on call at the weekends and in the evenings and may require a call out. (annual leave to be taken during school holiday periods)
Department:	Support Services
Job Grade (if applicable):	3
Accountable to:	Deputy Head Pastoral
Number of direct reports:	Casual Drivers, Transport Administrator
Budgetary responsibility:	Yes
Location:	Based at Stowe School with expected travel to schools in The Stowe Group
Purpose of the role:	To manage and administer the compliance of the transport portfolio, ensuring that the vehicles and their usage comply with all the latest legislation. To manage the compliance of drivers of School vehicles and ensure owner drivers (Grey fleet) are licence checked and insured. To oversee and manage the pupil transport arrangements (Home to School and Exeat) ensuring that all suppliers (coaches and taxis) are checked through the School safeguarding procedures and any contracts in place offer value for money. To support the Prep Schools Operations Directors and Bursar in the delivery of the same.
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.

Key Tasks:

Key Responsibilities and Accountabilities:

- To oversee and ensure compliance with current transportation legislation in terms of vehicle operation, maintenance and driver registration, competence, and training.
- To work closely with the Health, Safety & Compliance Manager to ensure all systems demonstrate due diligence and best practice in relation to transport management, both School and contract vehicles.
- To work closely with the Group Building Manager in the delivery of the Stowe School Estates department fleet management
- To work closely with the Operations Directors and Busar of the Prep Schools in the day to day delivery of the Prep School fleet management, pupil transportation and Home to School services.
- To work closely with the group building manager, working with the Estates team.

Key Tasks:

1. To maintain the vehicle maintenance, MOT, and inspection records to ensure compliance to the standards at all times. Organise and book vehicles into respective garages to undertake planned and reactive maintenance as required. Ensure that the vehicles are taken and returned from the garage(s) at a time that meets business requirements.
2. To maintain the mileage logs and report mileage to Finance as required for the purposes of reports to HMRC.
3. To monitor and maintain all vehicle maintenance records to ensure compliance to the mandatory standards at all times. This includes road worthy and estate vehicles, such as trailers, tractors, and grass cutters.

4. To maintain the driver familiarisation training records and to arrange driver competency checks (or deliver in-house if qualified)
5. To maintain vehicle 'first use' inspection records (via the Checked safe App) and weekly vehicle checks as per the mandatory compliance standards. Monitor completion and challenge any failures to complete documentation with vehicle users.
6. To maintain the Permit 19 records, in line with legislation.
7. To ensure the cleanliness of vehicles, arranging valeting and external cleaning as required.
8. To manage the driver licence checking service contract, to ensure value for money and integrity of data protection. This includes drivers of fleet vehicles and Greyfleet drivers with owner driver vehicle registration (ensuring 'business use' insurance is applied).
9. To co-ordinate driver health checks as required in liaison with the Health, Safety & Compliance Manager.
10. To audit departmental vehicle records to ensure compliance at all times.
11. To monitor and review vehicle usage to ensure vehicle purchases/leases are relevant for users and offer value for money.
12. To line manage the Casual drivers and ensure the routes and timings are suitable for sporting activities across the site.
13. To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.
14. To undertake the safeguarding induction, in relation to the KCSIE document guidelines, with all new employees within the first week of employment.
15. Responsibility for the budget of the Transport Department
16. To be responsible for arranging, booking and managing coach bookings (with Saturday assistance from Reception)
17. To be responsible for arranging and managing Stowe minibus and red bus pupil transportation service, including line management of drivers and overseeing booking process
18. To be responsible for checking and recording coach and taxi companies' Operators' licenses, insurance details and DBS accreditation to ensure statutory and Policy compliance

To carry out any reasonable duty requested by any senior 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"> Transport Manager Certificate in Professional Competence (CPC). Willingness to study or able to demonstrate practical experience in a 	<ul style="list-style-type: none"> Driver Assessor Training

	similar role of fleet management and vehicle repair and maintenance programmes.	
Specialist Skills and Experience	<ul style="list-style-type: none"> • A good all-round knowledge of Health and Safety in relation to transport matters. • Medium/high level of IT skills. • Experience of vehicle operating standards and legislation. • Experience of fleet compliance. • Experience of involvement in transport management. • A sound knowledge of financial planning regarding vehicle costs and expenditure 	<ul style="list-style-type: none"> • Experience of purchasing and leasing vehicles
Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic and the ability to motivate others. • Clean driving licence, D1 preferred. • Firm approach to compliance. • Good interpersonal skills • Be physically fit and able to stand / walk most of the day. 	
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: October 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
1	2	3	4	5

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

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5