



WINDERMERE SCHOOL

FOUNDED 1863

CANDIDATE INFORMATION

Transport Co-ordinator



ABOUT WINDERMERE SCHOOL

Windermere School is nestled on a hillside within 45 acres of the National Park landscape that has been the inspiration for world-famous artists, poets, and authors, a sanctuary and the antidote to congested city life, a fascination to scientists, a home for adventurers as well as part of the masterpiece of human creative genius that affords us World Heritage status. It is a daily inspiration to every one of us fortunate enough to call it our school.

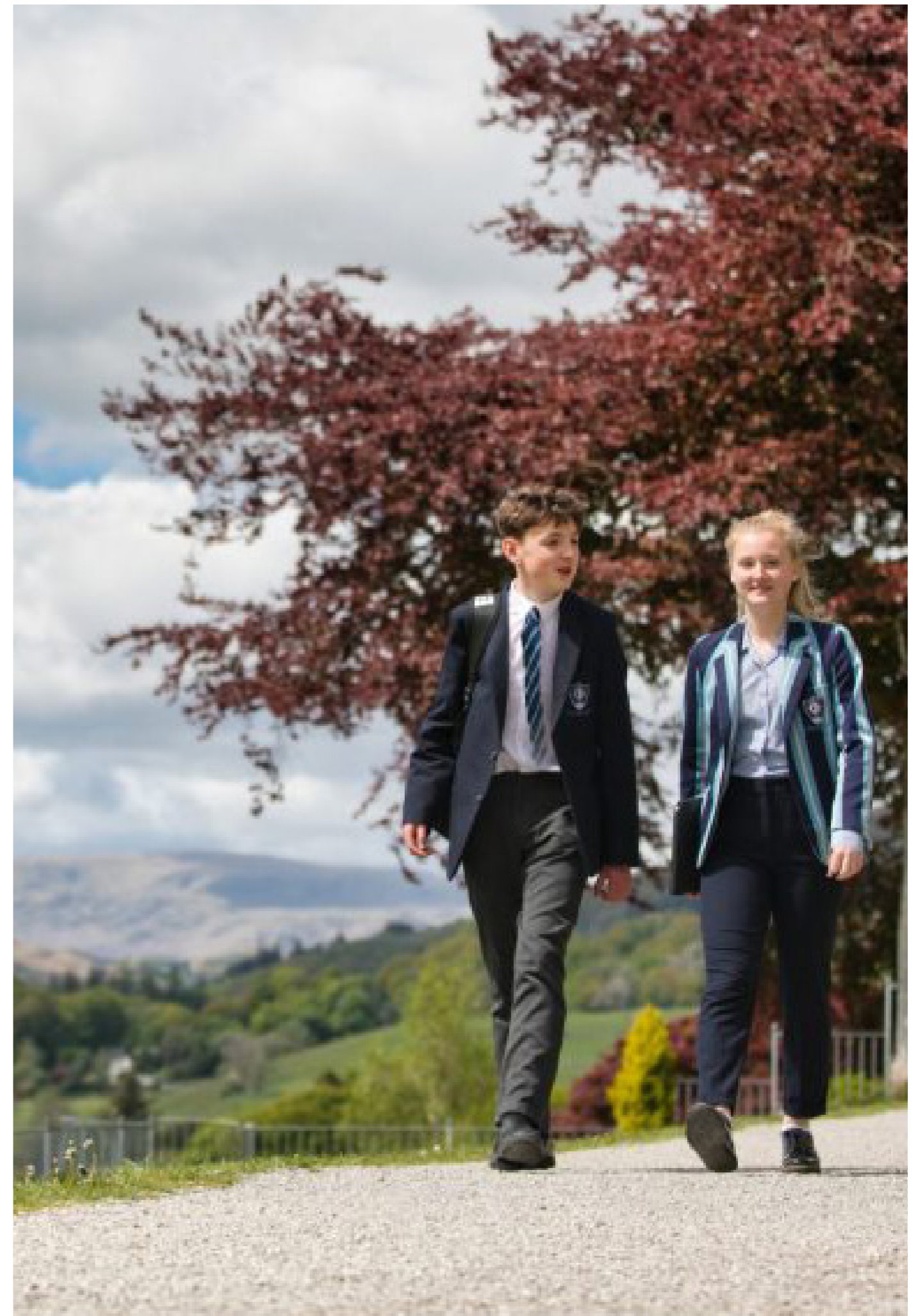
If you are looking for somewhere which is determined, friendly, adventurous and hard working; which has a strong sense of community and a clear drive; which seeks an ambitious future through its actions today; and most importantly a place with the pupils at its heart, then you may just be looking in the right place.

But that is only the start of the experience, our progressive boarding approach and dynamic curriculum rooted firmly in the shared values of the International Baccalaureate and Round Square combine for a unique and powerful offer.

This is a confident, kind, compassionate place to live and work. It is a busy, thriving community, with an excellent, committed and skilled staff, both teaching and support.

“Windermere School represents a unique blend; the majesty of the landscape alongside a dynamic and progressive curriculum that delivers a synergy of place and concepts necessary for truly holistic education. I aim to shape a dynamic forward-thinking school that will be renowned for providing the deep thinkers, leaders and innovators needed for the future.”

- Jenny Davies, Interim Head



LOCATION

Road

The school is easily accessible by road. From the M6, leave the motorway at Junction 36 and join the A590 towards Kendal which becomes the A591 just before Kendal. Continue on to the A591 into Windermere. Elleray Campus (Junior School) is on the right after the traffic lights. Turn right at the mini-roundabout on to the A592 towards Penrith and Browhead Campus (Senior Campus) is located about a mile along this road on the right-hand side. For Hodge Howe (Watersports Centre) go straight on at the mini-roundabout towards Ambleside and then turn immediately left. The town of Windermere is approximately a mile from the School's Senior campus.

Rail

The School is a five minute taxi ride from Windermere railway station. High speed rail services connect London Euston to Oxenholme (Lake District) in under 3 hours. From Oxenholme (Lake District) there are connections to Windermere station which take approximately 20 minutes. A transfer service can be arranged from Windermere or Oxenholme (Lake District) railway stations with prior arrangement.

Air

Windermere is just a 90 minute drive from Manchester and Liverpool international airports.



SUMMARY OF THE ROLE

Job Title

Transport Co-ordinator

Reporting Line

The post holder reports direct to the Head of On-demand Experiences and works closely with school staff, maintenance contractors, parents and pupils.

Closing Date

Friday 28 July 2023

Hours of Work

- Full-time employment, term-time only (35 weeks per year).
- Normal hours during term time, to be agreed with the candidate, with shifts comprised of either 7.00am – 3.00pm, or 11am – 7pm shifts. Monday – Friday inclusive.
- Public Holidays which fall within term time are normal working days and will be paid at the normal rate of pay. There are normally one or two of these each year.
- 6 hours (variable times) for 12 days per year at the start and end of each term
- Airport runs and overtime will be paid at standard rate, unless eligible for anti-social hours enhancement. This is for hours between 12.00 midnight and 6.00am and will be paid at double time of standard rate.
- The post-holder is expected to attend training courses/sessions (eg driver competency training) when necessary, for which they will receive their hourly rate of remuneration.
- The post-holder is expected to be flexible and work some additional hours in the School Holidays if required.

Remuneration

- This position is remunerated at a rate of £11.96 per hour.
- The salary is £16,558.62 per annum paid in 12 equal instalments.
- The Driver is entitled to 25 working days' paid holiday and 8 paid public/bank holidays per year, pro-rated down for term time working.
- School Sick Pay. During the first and second years of service, a maximum of two weeks per year. During third and subsequent years of service, a maximum of four weeks (pro-rated for part-time employment).
- A voluntary contributory pension scheme is available.
- A 70% school fee concession) is available to employees, (reduced pro-rata for part-time staff).



JOB DESCRIPTION

Windermere School is an Independent School that prides itself in the quality of the education, opportunities and facilities available to pupils. The efficiency and effectiveness of its transport service for pupils, staff and visitors is extremely important, playing an important part in attracting and retaining students. School transport is highly visible within the community and so the appearance of vehicles and the behaviour and appearance of drivers will help determine how the school is judged. A good example should be set at all times.

Duties

- Provide a daily transport service for pupils attending Windermere School
- To undertake regular and irregular transport requests, as necessary, taking pupils to various destinations such as swimming, and sports fixtures.
- To coordinate and drive international pupils, to and from the airports at each half term.
- To undertake vehicle cleaning, valeting and refueling for the mini bus fleet in support of other school drivers.
- To schedule all safety checks for School vehicles as necessary.
- To ensure all minibuses undergo a safety check by a suitably qualified person as per applicable rules and regulations.
- To monitor and audit these safety checks.
- To schedule an MOT for all vehicles as required.
- To be responsible for the scheduling of the use of School vehicles and trailers, including the scheduling of routine maintenance and any repair work.
- To provide a spread sheet of recharges to the Finance Office each month.
- To attend the Support Staff Diary Meeting each week.
- To ensure that all vehicles are, where possible, clean and tidy at all times.
- To arrange external transport provision when required.
- To maintain a register of persons authorised to drive School minibuses and to request on an annual basis a copy of their driving licence.
- To arrange all minibus driver training and safety assessments.
- To liaise with the Travel Secretary to schedule pickups and drop off of pupils at airports on travel day. To maintain the daily school bus registers and to update the drivers and the Finance Department of any amendments.
- To perform all other reasonable duties that may from time to time be requested of the post holder for the better running of the department and the school.

The post holder must

- Hold a Full driving license with D1 category.
- Comply with the School's current Journeys Policy.
- Drive safely and carefully, complying at all times with the Highway Code and road traffic regulations.
- Ensure that vehicles are fueled and inspected routinely before use for safety, defects and appearance.
- Ensure driver log sheets are filled in correctly and that any defects are reported.
- Drivers are required to undertake and pass a DVLA medical prior to appointment and periodically thereafter.
- Report to the Bursar any alteration made by the Police/DVLC to his/her driving license, including any driving offences and alterations to the class of vehicle that he/she is licensed to use.

Qualification and key personal qualities/skills

- A fully qualified, safe, careful driver with a clean driving licence, including Category D1 (able to drive minibuses)
- Diligent in attending training related to this position and being an employee at the school.
- Punctual and hardworking.
- High personal standards of work, behaviour and appearance.
- Common sense and initiative.
- Polite, a sense of humour and ability to co-operate with a wide cross-section of people.
- Experience of First Aid is also desirable.

Miscellaneous

- The school operates a No Smoking policy throughout its buildings and grounds, including vehicles.
- Due to working in the proximity of children, all staff must be cleared with the Criminal Records Bureau, and applicants must provide a summary of all previous employment, with an explanation of any gaps in continuity. Three satisfactory references must be provided, including from current/most recent employer.

Safeguarding Responsibilities

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead.

Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The postholder will be required to undergo an Enhanced DBS check.





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