

Job Description

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| Job Title: | Transport Operative - Part Time (SEND Transport Coordination) |
| Responsible to: | Headteacher |
| Pay Range: | Part-time hours: 8.45 – 10.30am & 2.30 pm – 4pm , 3 hours 15 minutes per day, Monday to Friday, 16 hours 15 minutes per week. term time only. Covering morning arrival and afternoon departure periods, with occasional additional hours as required. 1CS Point 3 – £9,563.81 per annum actual |
| Date Prepared: | March 2026 |

Main Purpose of the Role

St John's is seeking a reliable and proactive Transport Operative to oversee the safe and well organised arrival and departure of pupils who travel to school via external SEND transport providers. This part time role is essential in ensuring that pupils are greeted safely, transitions are well managed, and all safeguarding and communication procedures are followed.

We are looking for someone who is calm, organised, and confident working outdoors in all weather conditions. The successful candidate will act as the key point of contact between the school, transport escorts, drivers, and families, ensuring that every pupil's journey into and out of school is managed smoothly and safely.

If you are committed to pupil safety, enjoy working with young people, and can communicate clearly with a range of adults, we would be pleased to hear from you.

Key Responsibilities

- Oversee the arrival and departure of SEND transport vehicles, ensuring safe and orderly movement on and off site.
- Act as the first point of contact for drivers and escorts, ensuring clear communication and smooth handover of pupils.
- Greet pupils on arrival and ensure they are safely transferred from transport staff to school staff.
- Ensure all safeguarding procedures are followed, including accurate handover and awareness of individual pupil needs.
- Monitor punctuality and report concerns regarding delays, patterns, or safety issues.
- Maintain accurate daily records of arrivals, departures, and any incidents or concerns.
- Ensure the transport area is safe, supervised, and well-organised at all times.
- Escalate safeguarding, behaviour, or welfare concerns promptly to the appropriate school staff.
- Communicate effectively with school staff, families, and external agencies where necessary.
- Support emergency or unexpected changes to transport arrangements.
- Represent St John's professionally and courteously at all times.

- Undertake any additional duties reasonably required to support the safe running of the school's transport operations.

Personnel Specification

| | | Essential Attributes | Preferred Attributes |
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| 1 | Experience & qualifications | Safeguarding training or willingness to undertake training | Experience working with children or young people, particularly those with SEND Experience in a supervisory, coordination, or duty based role |
| 2 | Knowledge, Skills & Personal Qualities | <p>Strong understanding of safeguarding and child protection principles.</p> <p>Ability to communicate clearly and professionally with pupils, staff, drivers, escorts, and families.</p> <p>Awareness of SEND needs and how to support pupils calmly and appropriately.</p> <p>Ability to remain alert, organised, and proactive during busy periods.</p> <p>Confidence in managing outdoor duties in varying weather conditions.</p> <p>Ability to maintain accurate records and follow procedures consistently.</p> <p>Strong situational awareness and ability to respond quickly to unexpected situations.</p> <p>Reliable, punctual, and responsible.</p> <p>Calm, patient, and reassuring when supporting pupils.</p> <p>Able to remain composed in unexpected or challenging situations.</p> <p>Professional, approachable, and confident in communicating with adults.</p> <p>Committed to pupil safety and wellbeing.</p> <p>Flexible and willing to adapt to the needs of the school.</p> | |

Equality and Diversity Statement:

The Trust will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of any of the protected characteristics (as defined by the Equality Act 2010). The Trust will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The Trust provides an open, welcoming and safe environment for all its students, employees and visitors.

Prevent Statement:

All employees are required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

BILTT is committed to Safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment.

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The post is subject to satisfactory references, social media checks, enhanced DBS & health clearance.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).