
FOR JANUARY 2026

TRANSPORT CO-ORDINATOR & PORTER



Applications should be submitted no later than noon on
5 November 2025 through the MyNewTerm application portal.



ST ALBANS
SCHOOL



A WELCOME FROM THE HEADMASTER

I am delighted that you are considering applying to join the staff at St Albans School.

Founded in 948 AD, St Albans School is one of the oldest schools in the country, with a rich heritage of academic excellence and innovation. While proud of our long history, we are a forward-looking school that prepares young people to thrive in a rapidly changing world.

Our pupils are intellectually curious, enthusiastic, and ambitious and we aim to foster in them not only academic success but also a lifelong love of learning. At the heart of our approach is the belief that passionate, knowledgeable teaching inspires pupils to explore subjects in depth, think independently, and achieve their best.

Beyond the classroom, life at St Albans School is vibrant and full of opportunity. We offer a wide-ranging and inclusive co-curricular programme, with activities spanning music, sport, drama, debating, CCF, outdoor education, academic societies, and much more. This breadth is central to the all-round education we provide, helping pupils develop confidence, resilience, and a strong sense of community.

Our pastoral care is a cornerstone of school life. We want every pupil to feel known, supported and encouraged to be themselves. We work hard to create a positive, inclusive environment where young people feel safe to take risks, learn from setbacks, and grow into thoughtful, compassionate individuals.

We also recognise that great schools depend on great staff. We are committed to supporting the professional growth and wellbeing of our colleagues. Whether through our robust programme of professional development, opportunities for career progression, or our supportive and collegial atmosphere, we aim to ensure that our staff feel valued and thrive as part of the St Albans School community.

If you are excited by the idea of joining a school that combines high academic standards with a deep commitment to developing the whole person, then I warmly encourage you to apply.

We look forward to welcoming you to St Albans School.

Joe Silvester
Headmaster



CULTURE OF THE SCHOOL

St Albans School is a community rooted in over a thousand years of tradition, yet forward-looking in its ambition. Located in the heart of a historic city, we are very much of the community we serve, not apart from it. Guided by our motto, Non Nobis Nati - “Born Not For Ourselves” - and our School Values, we encourage pupils to look beyond themselves and contribute positively to the wider world.

Pupils and staff experience a welcoming, friendly and cohesive atmosphere where newcomers quickly feel part of the community; we not only welcome diversity but actively embrace it.

Classrooms are safe and supportive spaces that foster curiosity, risk-taking and intellectual challenge. Pedagogy is rooted in research, with the School among the first nationally to be awarded the coveted Chartered College of Teaching Research Mark Plus status. Teachers are responsive to the needs of each individual and nurture both academic potential and personal growth, equipping pupils with the skills and confidence they need for life beyond the school.

Pastoral care is a defining strength of the School. All staff are trained in safeguarding and contribute to pupil wellbeing. Our pastoral care builds confidence and resilience, supported by tutors, Heads of Section, Sixth Form prefects and a large safeguarding team. Additional provision is made by our School Nurses, Mental Health Support Mentors, and Counsellor, ensuring that every pupil is well known, supported and encouraged to thrive.

The School offers a distinctive co-curricular breadth, with 200+ clubs and activities, including a wide sporting programme, vibrant performing arts, and leadership and service

opportunities through CCF and DofE. These experiences enable pupils to develop essential skills such as teamwork, leadership, creativity, resilience and empathy.

We are proud of our strong commitment to the community. Pupils engage in meaningful partnerships with local schools and care settings, and support charitable causes through fundraising and service projects, helping them to understand their responsibilities within both local and global contexts.

Looking ahead, we are excited to welcome our first cohort of girls into Year 7 in September 2026, ensuring that inclusion and community remain at the heart of all that we do.







THE ROLE

This is a dual role position under the direction of the Head Porter and/ or the Head of Estates. The School Porters are responsible for portering, security and general caretaking duties contributing to the high standards of maintenance and presentation expected within the School. The Transport Co-ordinator is responsible for managing the School minibus fleet, the use of minibuses by School staff, adhering to all associated legislative requirements, in addition to the hiring of other vehicles and coaches as required by the School.

RESPONSIBILITIES

Portering / Caretaking:

- Security of School premises, buildings and entrances, including locking and unlocking as directed.
- Receipt, checking, custody and ongoing internal distribution of deliveries to the School.
- Preparation and set up of rooms for events/functions such as School assemblies, examinations, prospective parents' events, meetings, etc.
- General up-keep of the site, including immediate outside areas, sweeping, litter clearance, refuse bins/area, etc.
- Snow/ice clearance and/or gritting during wintertime.
- Replenish toiletries around the site (as and when requested).
- Minor maintenance tasks such as replacing defective light bulbs/tubes, using ladders/scaffold towers as required.
- Assist the Maintenance Department with maintenance tasks from time to time.
- Delivery of School mail/packages to the relevant Post Office/depot.
- Drive School minibuses on local journeys for servicing, MOT and collection/delivery of materials as required. (Conveyance of School pupils is not required).
- Emergency cleaning etc. as directed.
- Operation of security alarm/fire alarm system as required. Monitoring of site security CCTV.
- All other reasonable duties as directed by the Head Porter and/or the Head of Estates.

- Carry out monthly emergency light testing and associated inspections and room checklists.
- Control access to the School (including Upper Yard for School functions and events), denying entry to those not entitled to enter the grounds.
- Patrol the site (including car parks) from time to time.
- Any other portering related duties as directed by the Head Porter or Head of Estates.

Transport Co-ordinator

- Organise the servicing and maintenance of School minibuses, vans and utility vehicles.
- Liaise with preferred garage (currently KR Autos) for all repairs and servicing.
- Daily Checks of all minibuses following 'POWDERS' process - Propellant. Oil. Water. Damage. Electrics. Rubber. Security/ Safety.
- Arrange safety checks in line with CTA requirements (6, 10 & 13 weeks) and ensure all faults found are corrected.
- Maintain vehicle cleanliness inside and out.
- Refuelling all School vehicles as required.
- Purchase and ensure serviceability of fire extinguishers and first aid kits for vehicles.
- Maintain, and check daily, vehicle logbooks ensuring that all drivers complete the log for each journey.
- Manage digital operating system for vehicle fleet.
- Manage vehicle maintenance and fuel budget, reconciling vehicle fuel cards against monthly fuel invoice.





THE ROLE

- Maintain documentation/vehicle folders with all relevant documents for each vehicle. Ensure copies are kept up to date of all drivers DVLA licence summary details.
- Arrange D1 courses for new drivers ensuring all drivers hold a D1 qualification necessary to drive 17-seater minibuses and a full licence necessary to drive Tourneo or vans.
- Conduct practical assessments for all drivers before they drive for the School. Assessments to be renewed every 2 years.
- Liaise with the Head of Estates/Bursar on a programme of replacement for ageing vehicles.
- Look after the minibus parking area ensuring all vehicles are correctly parked facing outwards for emergency evacuation.
- Ensure all school vehicles are in date for Tax, MOT, Permit 19, Servicing and safety checks.
- Organise and manage breakdown cover for vehicles. Maintain and keep up to breakdown policy and procedure for distribution to drivers.
- Maintain up to date knowledge of health and safety, vehicle maintenance and driver/DVLA compliance requirements.
- Write and review Risk Assessments for all School vehicles.
- Produce and maintain the School Transport Guidance Booklet, ensuring updates are made promptly in line with changes in compliance regulations.
- Be contactable outside of normal School hours for vehicle management.
- Attend Health and Safety Committee Meetings.
- Liaise with the Director of Sport to produce a programme of vehicle requirements for sport.
- Co-ordinate the hire, collection, servicing and return of hire minibuses, cars and vans when required ensuring costs remain within budget.
- Any other transport related duties as directed by the Head of Estates.

Key Performance Indicators

- Cleanliness and presentation of site (eg. the regular emptying of rubbish bins).
- Prompt and accurate onward distribution of School deliveries.
- Prompt and efficient handling of minor maintenance requests (eg: light bulbs).
- Level of efficiency and courtesy in dealing with enquires.

- Accurate management of vehicle budgets.
- Vehicles maintained to a high standard.
- Drivers compliant with all required training.
- Accurate and up to date vehicle and driver documentation.
- Risk Assessments, other health and safety compliance requirements and DVLA requirements always met.

Knowledge/Skills/Abilities

- Previous caretaking experience advantageous.
- Previous fleet management/logistics experience and driver assessor training advantageous.
- Vehicle Management training desirable.
- D1 driver qualified.
- IOSH health and safety trained.
- Excellent organisational skills.
- Good literacy and numeracy skills.
- Good communication skills, ability to communicate at all levels.
- Good level of computer literacy (including Microsoft Office suite and e-mail).
- Ability to work on own initiative and as a team player.
- Formal manual handling training.
- Clean Driving Licence

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will be to always adhere to and ensure compliance with the School's Safeguarding Policy and procedures. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School they must report any concerns to the Headmaster or the Designated Safeguarding Lead (DSL).



STAFF BENEFITS

We believe that our staff are our greatest asset. We are proud to offer a generous and thoughtfully designed package of benefits to support your professional growth, wellbeing, and work-life balance.

Pension Options:

- **Teaching Staff:** Access to the Teachers' Pension Scheme, a defined contribution scheme through the Aviva Pension Trust for Independent Schools, or a non-pensionable 'total cash' model.
- **Support Staff:** Access to two defined contribution schemes provided by The Pensions Trust.

Free On-Site Parking: Parking is provided at no cost to staff, with availability in the evenings and weekends too.

Complimentary Lunches: A free daily hot lunch is provided during term time for staff working over the lunch period, including vegetarian options, bistro-style dishes, homemade soups and a fresh salad bar.

Professional Development: Staff benefit from extensive professional development opportunities.

Fee Remission: All staff are eligible for fee remission, with a reciprocal arrangement in place with St Albans High School. Details are available via our HR Department.

Health Care: Staff have access to Benenden Health Care who support employee physical, mental and financial health needs including 24/7 counselling and support helpline; 24/7 access to a GP; and discounted Health Assessments.

Cycle to Work Scheme: Through Cyclescheme, staff can purchase a bike or e-bike through salary sacrifice, saving up to 42%, depending on your tax band.

Salary Extras: All staff have access to Salary Extras, our online benefits platform, offering:

- Discounts on shopping, restaurants and leisure
- Health and wellbeing programmes
- An Employee Assistance Programme
- Financial advice and guidance
- Spread-the-cost schemes for technology and motor maintenance

Staff Accident Insurance: Claim money back for certain injuries or accidents occurring in and out of the workplace.

Counselling Support: Our on-site School Counsellor is available to staff (when not fully booked by pupils) for confidential mental health and emotional wellbeing support.

Annual Flu Vaccination: For staff not eligible for the NHS flu vaccination programme, the School offers free flu vaccinations every Autumn term.

Sports and Leisure Facilities: Enjoy full access to our excellent facilities, including:

- The fitness suite before/after school and on weekends
- The swimming pool (twice weekly and on weekends during term time; extended access in holidays)
- The Sports Hall, available for private use

Library Access: Staff can use our well-stocked School Library, offering a wide selection of fiction, non-fiction, academic resources, and online materials.



EQUITY, DIVERSITY AND INCLUSIVITY

St Albans School is committed to promoting equity, diversity and inclusion through the creation of an environment in which individuals have the opportunity to thrive and be valued for what makes them unique. We are committed to work to eradicate discrimination and prejudice, reduce barriers to learning and promote participation for all, responding to and embracing the diversity of our pupils, parents, staff, governors and volunteers.

The School recognises the benefits of having a diverse and representative school community who value one another and the contributions everyone is able to make. We celebrate difference and we provide opportunities to share perspectives and support one another.

All members of the community are responsible for supporting an inclusive environment and there is a designated EDI lead as well as a Governance Committee. Regular training on EDI is provided for staff to ensure they fully understand, and can facilitate and support, the School's ethos and aims for EDI.

We are members of the Schools Inclusion Alliance and strive to uphold the stated standards. The School is committed to the principle of inclusion and opposes any and all discrimination, including that defined in the 2010 Equality Act based upon age, sex, marriage and civil partnership, gender reassignment, race (including colour, nationality, cultural, ethnic or national origins), SEN and disability, sexual orientation, religion or belief, pregnancy and maternity status. The School will take all reasonable steps within its power to ensure that members of the school community are treated fairly and have the opportunity to participate in achieving their full potential, with additional support provided where appropriate.

Our pupils are taught across the curriculum and co-curriculum to respect themselves and others in a tolerant, understanding and multi-cultural community. The academic curriculum is regularly reviewed to ensure it is reflective of the cultures and backgrounds of our pupils. We have a programme of diversity events and a range of societies and forums to provide support, share experiences and enable pupil voice. Through the development of skills and values, embodied in our motto 'Non Nobis Nati' (Born not for Ourselves), we empower young people to live lives which will contribute positively to the benefit of wider society.



FURTHER INFORMATION

This vacancy is for a full-time Transport Co-ordinator & Porter.

St Albans School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant skills and abilities. The School recognises the benefits of having a diverse community of staff and pupils who value one another and the different contributions everyone can make. All policies and practices conform to the principle of equal opportunities including recruitment, selection, training, promotion and career development. Staff are selected according to their suitability for the post, irrespective of background or protected characteristic.

Hours are full time, 39 per week, Monday to Friday with ad hoc evening and weekend working.

Full-time staff receive a remission of two-thirds of school fees for children educated at the School. This provision is subject to the availability of places and to the satisfying of the School's usual entry criteria.

In addition to life assurance of four times annual salary, support staff are auto enrolled into a contributory pension scheme operated by the Pensions Trust. Details of which include a 6% employer contribution rate and a 3% employee contribution rate. There is the option to increase contributions and the School will contribute double the employee contribution up to a maximum of 10%.

St Albans School offers many other non-contractual benefits including free onsite parking, free lunches during term time and free use of the onsite leisure facilities which include a

swimming pool and gym. The School's Salary Extras online platform gives access to a range of lifestyle benefits and discounts as well as support and guidance with financial matters, health and wellbeing. There is a generous annual budget for staff training and development.

St Albans School is committed to safeguarding young people and promoting the welfare of children. Applicants must be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Applications should be submitted no later than noon on 2 November 2025 through the MyNewTerm application portal available here:

www.st-albans.herts.sch.uk/information/vacancies/

The School reserves the right to make an appointment before the closing date, so early applications are encouraged.

