



Warwick
Schools
Foundation



Information for Applicants

Job Title Transport Assistant

To start ASAP

Welcome from the Foundation Principal



Thank you for the interest you have shown in the role of Transport Officer.

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are seeking to appoint a Transport Assistant to help a busy and thriving Resources Department to support management of all Warwick Schools Foundation Transport services at Warwick and Leamington Campuses, including minibus operations, school bus service operations, fleet compliance, training and contract management.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

Richard Nicholson MA (Oxon)
Foundation Principal



About Warwick Schools Foundation

Warwick Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils while being an exceptional place to work and the first choice for those seeking independent education for their children.

Our historic schools are Warwick Junior School and Warwick School, which operate as a through-school for boys, and Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep.

These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In 2021 we welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school, and has recently extended its educational provision to boys as well as girls from 3-18.

More information about the schools may be found on their websites:

www.warwicksschool.org

www.warwickprep.com

www.kingshighwarwick.co.uk

www.thekingsleyschool.co.uk

More information on the Foundation can be found at:

www.warwicksschoolsfoundation.co.uk

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- IDPE
- HMC
- IAPS
- ISA
- ISB



Organisational Structure

Warwick Schools Foundation, is registered as both a Charity and a Company, with the Governors being both Trustees of the Charity and Directors of the Company.

The Governing Body is the legal guardian of Warwick Schools Foundation and is responsible for ensuring that it delivers its charitable objective:

'To advance education by carrying on in or near Warwick, day and boarding schools for boys and girls.'

Governors delegate the operational running of the Foundation to the Foundation Principal, who acts as Chief Executive Officer with direct accountability for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson. He is supported by the Foundation Bursar, Mrs Victoria Espley, who acts as Chief Operating Officer for the Charity.

This role will report to the Transport Officer.



Our Facilities

Warwick Campus

Home to some 2,500 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

King's High School was also relocated from its historic town centre site in 2019 to join Warwick Preparatory School and Warwick School in a purpose-built home on one spacious, green campus. As part of this relocation, facilities were developed for all schools including:

- Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- A series of pedestrianised Quads.
- A shared Sixth Form Centre for both Warwick and King's High School students to enjoy for shared curriculum enrichment and social activities.
- Improved play space for Warwick Preparatory School, including a nursery garden and 'forest school'.
- A shared Music School for the pupils of King's High and Warwick Preparatory School.

Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a short drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a bright and welcoming new Learning Resource Centre, a modern and completely refurbished gym and a beautiful garden.



Job Description

Post Title:

Transport Assistant

Hours of Work:

40 hours per week

Monday to Friday 9:00am to 6:00pm with a 1 hour unpaid lunch break

39 weeks per year

Salary range

Support Band Salary Point 16 – 19 (FTE : 25,368 pa – 26,475 pa)

Actual Salary is equivalent to £24,090 - £25,141 per annum

Location

On Site – Role will be based at both Warwick and Leamington Campuses

Start Date

ASAP

Reporting Lines

The post holder will report to the Transport Officer

Purpose of this Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Responsibilities

Transport

- Support the delivery of an effective and efficient School Bus Service for all of the Foundation’s schools and their respective bus services. This will either involve working directly with third party providers (travel operators) or fully managed service provider.
- To support the Transport Officer acting as a liaison working closely with parents, pupils, academic / pastoral support staff across the Foundation and coach providers / fully managed service provider to answer queries relating to the service.
- To challenge all service providers where appropriate to ensure high quality of service.
- Support implementation of transport services software, ensure routes are set up and locations added, ticketing and information is stored securely ensuring GDPR is followed.
- Attend Open mornings, Open evenings and events where a transport presence is requested by schools marketing and admissions teams
- Support the Transport Officer with route planning and optimisations to existing routes, working with admissions and marketing to ensure we are offering stop locations to current and future catchment areas.
- Monitor and document performance of provider/supplier’s performance and support the Transport Officer with regular SLA performance meetings to ensure the Foundation continues to receive a high quality of service and meet its KPI targets.
- Support the Transport Officer with operational issues such as roadworks, accidents, re-routing of buses, severe weather and pupil behaviour. Deal with each issue in a timely fashion using full audit trails when required.
- Assist the Transport Officer in effective marketing of all of the Foundation’s School Bus Services – Working with the Foundation Marketing team and Senior Academics.
- Manage the Foundation’s private hire coach booking trips using the self-service booking form, manage bookings end to end from quotation to payment and processing of invoices, working with the requestor at each stage of the process. File away all records of hires for audit trail purposes.
- Manage minibus booking software system – Approve or reject requests for use of fleet and coordinate vehicles so they are available to the requestor. Keys management and allocation to the right driver/requestor. Ensure all trips have the accurate information on the booking system so there are a clear audit trail and accountability of use.
- Manage fuel cards, allocation and storage. Ensure records are kept of payment and invoices processed.
- Manage the Foundation’s additional minibus hire process, when requested order additional minibus hires for use by the Foundation to support extracurricular activities, trips and sports fixtures. Manage payment process and filing of all hires made.

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- Coordinate driving licence checks for all Foundation staff that use Foundation owned, leased and hired vehicles in accordance with the Foundation minibus policy. Ensure that all drivers complete an annual licence check, and their record of checks are stored safely on Foundation database/systems.
- Support in ensuring all Minibus drivers receive professional training in line with the Foundation's Minibus Policy and maintain a record of completion for all drivers.
- Ensure all Fleet vehicles that are used on a daily basis have pre-use checks completed by the driver. Keep a record of non-completion for the Transport Officer to provide the relevant school heads/head of department.
- Maintain and utilise fleet tracking software to monitor (but not limited to), live tracking, mileage, anonymous driver analytics, time of utilisation and trips logs. Support the Transport Officer to provide analysis based on data provided and recommendations to improve use of the fleet.
- Manage scheduling and allocation of Foundation Minibus drivers, in particular noting and keeping a record of all overtime hours used for academic activities and purposes. Keep a record and report to Line Manager weekly on overtime and future planned overtime usage.
- Allocate routes and information using dedicated transport software. Support training of Foundation Minibus drivers in the use of software.
- Ensure all vehicle defects are logged and if necessary, take the vehicle off road (VOR). Maintain the log and progress of the defect until cleared. Arrange for replacement during defect period
- Support the Transport Officer with ensuring all vehicles are added to the Foundation's motor insurance policy
- Support the Transport Officer to arrange fleet vehicles being valeted at least half-termly to keep all fleet to a high standard of presentation
- Establish best practice, procedure and guidance for operating any vehicle owned or leased by the Foundation.
- Support all Foundation schools in operating within the Foundation's legal responsibilities including (but not limited to) Section 19 permit (not for hire or reward), Road Traffic Act 1988, Motor Vehicles Regulations 1999 and Warwick Schools Foundation Minibus Policy.
- Support the Transport Officer and wider Facilities Management team in the implementation of Warwick Schools Foundation Travel Plan initiatives.
- Coordinate compliance checking for Foundation minibuses and fleet vehicles. Ensuring systems are in place for prompting when servicing/MOT's etc are due. Maintain a service record sheet that can be provided in the event of an inspection by authorities.

Compliance Software & Helpdesk

- To review and allocate helpdesk tasks as they are received through the software.
- Ensure the system is kept up to date with all correct contractor documentation, asset list information, compliance checks, site plans, locations and budget / finance information.
- Liaise with requestors on helpdesk jobs that are delayed or have issues to resolve before completion to ensure effective service is given to staff across the whole Foundation.
- Ensure compliance software is kept up to date with relevant checks, and they are completed to ensure statutory compliance at the Foundation.

Job Description

Contractor Management, Security & Safeguarding

- Ensure contractor information is kept up to date (Insurance & RAMS) and stored correctly on Facilities Compliance software, systems and shared folders..
- Ensure online contractor inductions are completed before contractors come to site to complete their works. Maintain the contractor induction record and notify regular contractors when they need to refresh their contractor inductions (every 12 months)
- Maintain a strong working relationship with any appointed or prospective contractors on behalf of the Foundation.
- To maintain and complete contractor declaration process in respect of safeguarding. Maintaining a record of all documentation and passing onto the HR team for input into the HR single central record. Support HR with queries in relation to the Single Central Record.

Resources Team Administration

- Monitor and manage inbound/outbound telephone calls and shared inboxes maintained by the Resources team with specific focus on Transport & Coach bookings inbox.
- Create Purchase Orders, managing delivery dates or contractor work dates, requesting and making receipt of all relevant paperwork. Input of Purchase Orders onto the financial management system.
- Process invoices including checking good received/work carried out to a satisfactory standard and inputting onto financial management system.

- Meeting support for Facilities line managers, including setting up meetings, meeting preparation, minutes and communication.
- Manage communications and correspondence for the Facilities Senior Team.
- Provide project administration support for individual and team projects for Facilities line managers
- Manage issuing and updating of car parking permits to Foundation staff. Keeping car parking permits database up to date for reference in the event of an incident
- Manage issuing of keys to requestors following correct procedures, process and keeping a record. Ensure keys management is kept up to date and organised.
- Management of ID Badge process and management of Net2 system to support robust access control on the Foundations Campuses
- Administer the CCTV function, ensuring that requestors have followed correct process, policies and procedures when making a request. Review footage and disseminate the information to the approver of the request. Store any requests on the CCTV log and utilise site mapping for a more efficient process
- Support the wider Facilities HR function with input of absence and leave onto the HR system(s). Keep records in Facilities Teams channels/shared folders. Complete HR forms when requested to do so such as authorisation to recruit, new starter, leaver and variation forms.

- Ensure the Asbestos management plan and documentation are kept up to date supporting the Facilities Senior Team to review at regular intervals
- The performance of other duties as may from time to time be required for the smooth and effective running of the Foundation

Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies as detailed on the Foundation Hub and in the staff handbook.
- To report any Health & Safety problems to the Health & Safety Manager.

Job Description

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Health and Safety

As an employee you are expected to:

1. Take reasonable care of your own health and safety.
2. Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. Co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies.
4. Not interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. Report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

Person Specification

	Essential	Desirable
Qualifications	- Competent English Language skills - Basic key skills - Educated to GCSE Standard Grade 4 and above in English & Mathematics - Full clean driving licence	- Educated to degree level or relevant comparable experience in a similar role - Administration Qualification(s) such as Business administration - Project Management qualification(s) such as Prince 2 - IOSH Managing safely
Experience/Knowledge	- Working with and developing relationships with a wide range of internal and external stakeholders - Experience working within administrative roles and experience working with technology - Knowledge and experience of transport administration - Experience using helpdesk systems and task allocation	- Basic understanding of H&S regulations covered under Health & Safety at work act 1974 advantages - Experience working in a transport service-related industry advantage - Experience in project management, coordination and administration
Skills/Abilities	- Excellent IT skills via PC and Mobile use (emails, photos, Office 365 packages). Demonstrate exceptional technical skills in relation to new technologies. - Excellent communication and interpersonal skills	Methodical approach to work
Personal attributes	Naturally demonstrates a 'can do' helpful attitude always considering the needs of the customer first	- Actively seeks out personal career development opportunities and can demonstrate such. - Ability to deal sensitively and appropriately with staff, parents, pupils, visitors and contractors. - Confident to act on own initiative. - Initiative-taking and task driven.
Safeguarding Children, Young People and Vulnerable Adults	- Understands their role in the context of safeguarding children, young people, and vulnerable adults - Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
Equal Opportunities	Understanding of the requirements of Equality and Diversity	

Further Details

Working hours: 40 hours per week

Monday to Friday 9:00am to 6:00pm with a 1 hour unpaid lunch break

Working weeks: 39 Weeks per year

Pay Banding: Point 16 – 19 (FTE : 25,368 pa – 26,475 pa)

Actual Salary is equivalent to £24,090- £25,141 per annum

Other benefits:

- Competitive contributory pension scheme (employee contributions matched by employer contributions up to 14%).
- Employee Assistance Programme.
- Six weeks annual holiday plus public holidays.
- Staff Fee remission at our Warwick Campus.
- Life Assurance benefits.
- Free meals and refreshments provided during the working day.
- Free parking on site.
- A virtual GP and Physio service.
- Access to a wide range of retail discounts.
- Salary sacrifice schemes.
- A strong, supportive staff community.
- Some flexible working will be considered depending on the vacancy.

Appointment Method

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and workplace culture that values equality, diversity and inclusion.



Appointment Timetable

Deadline for submission of applications
(on the standard application form): Friday 16th October 2026

Interview date: Week commencing 19th October 2026

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Warwick Independent Schools Foundation, a registered charity, number 1088057
A company limited by guarantee; Registered in England; company number 4252305
Registered office: Warwick School, Myton Road, Warwick CV34 6PP