Assistant Transport Manager

Work Location: Scarisbrick Hall School
Salary: £16.44 per hour, £29,986 actual salary per annum. *As the commercial operation scales up, this would be reviewed to increase to an all-year-round position at £34,195 per annum.*
Contract Types: Permanent
Position Type: 40 hours per week (Monday-Friday between 6am-3pm), Term Time Only
Reporting to: Transport Manager

We are seeking a proactive and organised Transport Assistant Manager to support the daily operation of our school transport service. This role is primarily focused on assisting with morning transport operations, ensuring the safe, efficient, and well-coordinated collection of pupils. In addition to morning responsibilities, the successful candidate will provide ongoing support to the Transport Manager throughout the day, assisting with wider operational duties as required.

This is a key support role within a fast-paced and reactive environment, requiring strong communication, adaptability, and problem-solving skills.

Key Responsibilities

- The primary focus of the role will be overseeing and supporting morning transport operations. This includes managing communication with parents and drivers regarding pupil collection, route updates, and any changes that may arise.
- To act as a central point of contact during morning runs, ensuring that any issues relating to routes, pupils, or operational challenges are handled quickly and effectively. This will involve liaising directly with parents and drivers to resolve concerns and maintain service continuity.
- The role requires a highly reactive approach, with the ability to respond calmly and efficiently to last-minute changes such as delays, absences, or unforeseen disruptions.
- Following the morning operations, the role will also involve supporting the Transport Manager with wider duties throughout the day. This will include general

administration, assisting with transport coordination, and contributing to the smooth running of the overall transport function.
- Work with the Transport Manager and Commercial team to increase business through external hire use of the minibus fleet, as well as learner driving to sixth form students.
- To work with multiple systems and maintain accurate records where necessary.
- A key requirement of the role is the ability to step in as a backup driver when required.

Skills and Experience Required

- Candidates must demonstrate strong organisational and communication skills, with the ability to manage multiple priorities simultaneously. Confidence in dealing with parents, drivers, and staff is essential.
- Applicants should be comfortable working across various systems and must be competent in Microsoft Excel and other Microsoft Office applications.
- The ability to work independently, be compliance driven, remain calm under pressure, and support a busy operational environment is essential.

Essential Qualifications

- D1 or D Licence.

Desirable Qualifications

A driving instructor qualification would be highly advantageous. This would enable the successful candidate to support the delivery of in-house driver training for staff, as well as contribute to providing driver training opportunities for sixth form pupils, helping to enhance and develop the school's transport provision. Training will be provided if required.

Additional Information

This is a varied and hands-on role suited to someone who thrives in a dynamic environment. The position offers an opportunity to play an important role in supporting the safe and efficient transport of pupils while working closely with the Transport Manager.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding training will be given.

Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service. The school will conduct this check for you.

How to Apply

Please send your CV and a brief covering email to:
recruitment@scarisbrickhallschool.co.uk

If you require any further information, please contact our Transport manager John Evans on 01704 841151 option 4.