



TRANSPORT SENIOR DRIVER

Reports to: Director of GISS & Enterprises

Job Purpose: The role will have supervisory responsibility for four permanent school drivers and a team of bank drivers. The Senior Driver will oversee fleet management tasks for all school owned and leased vehicles (minibuses, vans, and pool vehicles) on behalf of the team. The Senior Driver will also carry out driving tasks on behalf of the school, ensuring safe transportation of students, staff and visitors.

Grade and working hours: 2BN, 37.5 hours per week

At times, flexible working and out of hours contact will be required for this role to support the busy periods and travel days at the start/end of term.

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values.
- Carry out any other task as required from time to time in order to support the school.

Major responsibilities of the role:

- Supervision of the permanent and bank driver team, overseeing driver shifts and ensuring driver holidays are covered. Daily contact with the permanent drivers to deal with any concerns and to ensure any changes in requirements are effectively communicated.
- Ensuring vehicle compliance requirements are met, vehicle MOTs, service checks and repairs are booked in, and arrangements made to drop off and pick up vehicles.
- Oversight of the MIDAS Assessment process, ensuring all staff are supported to become approved drivers, as per our Transport policy.
- Supporting requests and amendments to minibus transport for staff, pupils and visitors.
- Oversight of home to school transport and staff transport routes, ensuring routes are kept up to date, and drivers are aware of any changes. Maintaining clear lines of communication with relevant school teams, and ensuring accurate journey records are maintained.
- Supporting the improvement of transport systems and processes, including the school-wide implementation of a new transport management system.
- Driving tasks, including transporting pupils and staff to and from school, transporting pupils around the campus, and transporting laundry to the different boarding houses.

PERSON SPECIFICATION:

Attributes	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • D1 Driving License (up to 16 passenger seats) • Hold or successfully complete within 12 months in post the MIDAS driver assessor qualification 	Experience in towing C1E & D1E category on driving license
Skills and Experience	<ul style="list-style-type: none"> • Supervisory experience • Basic mechanical knowledge sufficient for routine vehicle checks • Good IT skills • Ability to seek and implement creative solutions • Excellent communication and interpersonal skills 	
Personal qualities	<ul style="list-style-type: none"> • Be innovative and creative in developing solutions • Work to high levels of accuracy, with high regard for compliance and health and safety • Take initiative and work independently • Ability to build good working relationships with staff, students, parents and external service providers • A flexible 'can-do' attitude and willingness to work flexible hours as needed to support the business 	
Safeguarding	<ul style="list-style-type: none"> • Suitable to work with children • A Disclosure Scotland PVG check will be completed on the successful candidate 	Experience of working with children and young people