



MHS
Reigate

TRANSPORT CO-ORDINATOR **CANDIDATE PACK**

Moon Hall School is an award winning leading independent day school in Reigate for bright dyslexic children aged 7-16. We are specialists in teaching pupils with specific learning differences and provide tailored education that nurtures confidence, creativity and academic success. We pride ourselves on:

- Outstanding pupil support and small class sizes
- A nurturing, warm and inclusive atmosphere
- Innovative teaching practices and a commitment to pupil wellbeing
- Nationally recognised leadership in dyslexia education
- A vibrant and growing school community with exciting future development - including sixth form, international centres and CPD training hubs

Moon Hall is not just a school - it is a movement to reshape the way we see learning differences.

MOON HALL INTRODUCTION



Moon Hall School's history started in 1985 when the school was set up by Mrs Berry Baker. Mrs Baker recognised that local schools were not able to provide an appropriate and positive environment for her eight-year-old dyslexic son. They did not have the knowledge required to help him and meet his specific learning needs; although a bright child, mainstream schools did not understand his learning style, and he had not responded well to their teaching methods or provision. Mrs Baker was already a qualified teacher and encouraged by a friend, also with a dyslexic child, she established a school in her own home, Moon Hall. Within four years she had twelve pupils, the maximum permitted for home teaching. With more applicants than places, a move was necessary. Mrs Baker and the other parents of the original Moon Hall students realised that the interests of the children would best be served if they could have all the skills of a specialist dyslexia school within mainstream education. Moon Hall School, Reigate is now well established on-site at Burys Court and provides a full GCSE curriculum together with a wide range of sporting and other activities. Since the first lessons at the kitchen table, our ethos and values remain and over 1000 children have benefitted from a Moon Hall education. Our remit is to provide the environment, understanding and strategies to equip bright children with the confidence and ability to overcome the barriers they will face.

OUR AIMS AND ETHOS

Moon Hall School, Reigate provides a supportive school environment for dyslexic children where expectations for diligence and achievement are high. We enable our pupils to take full advantage of their intellect and talents by learning how to manage their dyslexia.

OUR VALUES

Our ethos is underpinned by the basic values of: Kindness, Inclusion, Nurture, Perseverance and Aspiration. We practice and teach our pupils these values as well as those of democracy, diversity and equal opportunity. We welcome pupils of all religions and of none. We know that in the right environment, with the right support and encouragement, all our pupils are capable of achieving their potential, both in their personal development and academically. Our pupils are girls and boys, aged 7-16, from many of the Southeast counties. The pupils are encouraged to embrace their wonderful and often creative way of thinking and celebrate – not fear – their dyslexia. Our school's primary purpose is to educate and support our pupils and to ensure their wellbeing. We can only achieve these objectives for our pupils with highly committed, professional staff. We aim to work as a collegiate organisation with mutual respect for and reliance on, the contribution made by each other. Our staff have the knowledge and expertise to help our pupils succeed and excel in the learning environment that we provide. As a school, we understand the difference and know how to make a difference.



JOB TITLE: Transport Co-ordinator

RESPONSIBLE TO: Executive Head | Chief Operating Officer

The Role

The Transport Co-ordinator will lead and manage all aspects of Moon Hall School's transport provision, ensuring the safe, efficient and compliant transportation of pupils across all school routes.

The postholder will have responsibility for the day-to-day operation of the school's transport service, including oversight of the transport management platform, route planning, vehicle utilisation, parent communications and transport compliance. They will directly line manage employed Moon Hall drivers whilst working closely with external transport providers to coordinate contracted routes and ensure consistently high standards of service delivery.

The Transport Co-ordinator will play a key role in supporting pupil attendance, safeguarding, wellbeing and the continued growth of the school by providing an efficient, responsive and customer-focused transport service.

Key Responsibilities | Transport Operations

- Lead the day-to-day management of all school transport services.
- Plan, review and optimise transport routes to ensure efficiency, sustainability and value for money.
- Coordinate transport arrangements for new pupils, route changes and service developments.
- Respond effectively to operational issues including delays, breakdowns, adverse weather conditions and staff absence.
- Ensure transport provision supports the school's operational and strategic needs.

Transport Systems and Technology

- Take ownership of the school's transport management platform and associated applications.
- Maintain accurate records of pupils, routes, stops, vehicles and drivers within the system.
- Monitor daily transport operations through the platform and ensure information is current and accurate.
- Produce reports and analyse transport data to support operational decision-making and future planning.
- Liaise with software providers when required and support staff and parents with transport-related system queries.
- Utilise transport technology to maximise route efficiency and service effectiveness.



JOB TITLE: Transport Co-ordinator

RESPONSIBLE TO: Executive Head | Chief Operating Officer

Driver Management

- Directly line manage all employed Moon Hall School drivers.
- Organise driver rotas, annual leave, absence cover and daily allocations.
- Conduct induction, supervision and performance management meetings.
- Ensure all drivers maintain appropriate licences, training and safeguarding clearances.
- Promote high standards of professionalism, customer service and pupil care.
- Identify training and development needs within the transport team.

Contracted Transport Providers

- Act as the primary point of contact for all contracted transport operators.
- Build and maintain effective working relationships with external providers.
- Coordinate route allocations, amendments and operational requirements with contracted companies.
- Monitor contractor performance, punctuality, safeguarding compliance and service quality.
- Address service concerns and implement improvements where required.
- Ensure all external providers understand and comply with the school's policies and expectations.

Safeguarding, Compliance and Health & Safety

- Ensure all transport operations meet statutory, safeguarding and health and safety requirements.
- Maintain oversight of vehicle servicing, inspections, MOTs and maintenance schedules.
- Ensure transport-related risk assessments are completed and regularly reviewed.
- Monitor DBS, licence and compliance records for relevant staff.
- Investigate incidents, accidents and complaints, implementing lessons learned where appropriate.
- Work closely with safeguarding and pastoral teams to support individual pupil needs.

Parent and Stakeholder Communication

- Act as the primary contact for transport-related enquiries from parents and carers.
- Communicate route information, service updates and transport changes clearly and professionally.
- Resolve concerns and complaints promptly and effectively.
- Work closely with Admissions and School Operations teams regarding transport arrangements for prospective and current families.
- Maintain positive relationships with families and external stakeholders.



JOB TITLE: Transport Co-ordinator

RESPONSIBLE TO: Executive Head | Chief Operating Officer

Budget and Resource Management

- Support the effective management of the transport budget.
- Monitor expenditure and identify opportunities for efficiencies and service improvements.
- Assist with the review of transport contracts and service agreements.
- Ensure resources are utilised effectively to deliver value for money.

Person Specification | Essential

- Experience managing transport, logistics, fleet operations or a similar service.
- Experience leading and managing staff.
- Strong organisational, planning and problem-solving skills.
- Experience using digital systems and data management platforms.
- Excellent communication and customer service skills.
- Ability to work under pressure and respond effectively to changing priorities.
- Understanding of safeguarding and health and safety responsibilities.
- Full UK driving licence.

Person Specification | Desirable:

- Experience within an educational environment.
- Experience managing contracted service providers.
- Understanding of SEND transport requirements.
- Knowledge of route planning and transport management systems.
- Relevant transport or logistics qualification.
- First Aid qualification.

Person Attributes | The successful candidate will:

- Be highly organised and detail-oriented.
- Demonstrate excellent interpersonal and communication skills.
- Be calm, resilient and solutions-focused.
- Have the confidence to make decisions and manage operational challenges.
- Build strong relationships with colleagues, parents and external providers.
- Demonstrate high levels of integrity, professionalism and discretion.
- Show a genuine commitment to pupil safety and wellbeing.



JOB TITLE: Transport Co-ordinator

RESPONSIBLE TO: Executive Head | Chief Operating Officer

Safeguarding

Moon Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check, satisfactory references and all other safer recruitment requirements.

Job Type: Full-time, Permanent

Salary: Competitive, dependent on experience

Benefits

- On-site parking
- Lunch provided each day



START DATE: 12TH NOVEMBER, IF POSSIBLE



Apply Now



General Requirements

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Moon Hall School exists to provide a quality all round education for pupils aged 7 – 16 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview. We may also carry out online searches for shortlisted candidates.

