

MHS Reigate

TRANSPORT MANAGER

CANDIDATE PACK

www.moonhallschoolreigate.co.uk rzeznikl@moonhall.co.uk

MHS Reigate

ABOUT MOON HALL

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 Manager

RESPONSIBLE TO: Executive Head | Chief Operating Officer

The Role

The Transport Manager is responsible for the strategic and operational management of Moon Hall School's transport provision, ensuring the safe, efficient and compliant transportation of pupils across all school routes.

The postholder will lead the day-to-day operation of the School's transport service, including route planning, fleet utilisation, transport systems management, compliance monitoring and parent communications. They will directly line manage the School's team of employed minibus drivers and oversee relationships with external transport providers, ensuring high standards of service, safety and customer care.

Reporting to the Chief Operating Officer, the Transport Manager will contribute to the School's wider operational objectives, supporting pupil attendance, safeguarding and wellbeing, whilst continually reviewing and developing transport services to meet the evolving needs of the School and its families.

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.
- Develop and implement transport strategies that support the School's operational objectives and future growth.
- Regularly review transport provision and make recommendations to improve efficiency, service quality and cost-effectiveness.
- 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.

MHS Reigate



JOB TITLE: Transport Manager

RESPONSIBLE TO: Executive Head | Chief Operating Officer

Leadership and Management of Drivers

- 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.
- Lead, motivate and develop the School's team of minibus drivers.
- Conduct probation reviews, appraisals and performance management processes in accordance with School policies.
- Manage attendance, conduct and employee relations matters within the transport team.
- Ensure effective succession planning and workforce resilience within the transport function.

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.

MHS Reigate



JOB TITLE: Transport Manager

RESPONSIBLE TO: Executive Head | Chief Operating Officer

- Work closely with Admissions and School Operations teams regarding transport arrangements for prospective and current families.
- Maintain positive relationships with families and external stakeholders.

Budget and Resource Management

- Prepare and effectively manage the annual transport budget.
- Monitor and report on transport expenditure and income.
- Identify opportunities for cost savings and improved operational efficiency.
- Support procurement exercises and contract negotiations relating to transport services, vehicles and **associated suppliers.**

Strategic Leadership and Reporting

- Provide regular reports and management information to the Chief Operating Officer.
- Monitor key performance indicators relating to transport operations, safety, efficiency and customer satisfaction.
- Contribute to operational planning and school development initiatives.
- Lead transport-related projects and service improvements.
- Ensure transport services remain aligned with School policies, safeguarding requirements and strategic objectives.

Person Specification | Essential

- Experience managing transport, fleet, logistics or other operational services.
- Experience of line managing, motivating and developing staff.
- Experience managing budgets and resources.
- Experience ensuring compliance with relevant health and safety, safeguarding and regulatory requirements.
- Excellent communication and customer service skills.
- Strong leadership and people-management skills.
- Experience using digital systems and data management platforms.
- Excellent organisational, analytical and decision-making skills.
- Understanding of safeguarding responsibilities and health and safety requirements within a service environment.
- Full UK driving licence.

MHS Reigate



JOB TITLE: Transport Manager

RESPONSIBLE TO: Executive Head | Chief Operating Officer

Personal Specification | Desirable

- Experience within an educational environment.
- Experience managing contracted service providers.
- Understanding of SEND transport requirements.
- Certificate of Professional Competence (CPC) or equivalent transport-related qualification.
- First Aid qualification.

Personal Attributes

The successful candidate will:

- Be highly organised, proactive and able to manage multiple priorities effectively.
- Demonstrate excellent interpersonal, communication and stakeholder management skills.
- Be calm, resilient and solutions-focused when responding to operational challenges.
- Have the confidence to make decisions and manage operational challenges.
- Build and maintain positive working relationships with colleagues, parents, pupils, contractors and external agencies.
- Lead by example and promote high standards of professionalism, accountability and customer service.
- Show a genuine commitment to pupil safety, wellbeing and safeguarding.

Safeguarding Statement

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: AS SOON AS POSSIBLE

MHS Reigate

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.


MHS
Reigate