

## Job Description

Job Title:	Fleet Manager
Pay Grade / Scale / Range:	NJC Scale 4 (SCP 18-21) £17,891-£19,939
Benefits & Perks:	Occupational pension scheme, occupational sickness scheme, TOIL/Flexi scheme
Working hours:	36hrs 40 per week – full year  Ability to work the hours needed to meet all the demands of the job, which may include some evening and the occasional weekend working.
Location:	Employees may be based within any site of the New Bridge Group
Special circumstances:	Some out-of-hours working required at busy times.
Staff responsible to:	Operations Director
Staff responsible for:	Substantive drivers
Accountable to:	Executive Principal
Probationary period:	6 months

**Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. For child protection purposes an enhanced disclosure will be required for this post.**

### Job Purpose

To ensure the fleet complies with all legal and statutory regulations by carrying out all necessary checks, having an up to date log of vehicle information and ensuring staff requests for vehicles are managed effectively so that trips and activities for the benefit of our young people are not compromised

### Key Tasks

1. To be responsible for managing all staff requests for fleet vehicles effectively ensuring the smooth operation of the fleet

2. To manage and allocate work to the drivers in accordance with the needs of the staff requests
3. To ensure the fleet is prepared, roadworthy and ready for use including carrying out of vehicle checks
4. To ensure each vehicle complies with all legal and statutory requirements including Road Tax, MOT certification, insurance and servicing
5. To ensure a comprehensive log is kept electronically for each vehicle including service records, costs and future schedule of costs
6. To ensure each driver is compliant with all statutory and legal requirements before they drive a fleet vehicle
7. To drive as required
8. To ensure each vehicle is regularly cleaned
9. To keep an ongoing log of vehicle history and usage
10. To keep an inventory of each vehicle including number of and configuration of seats and numbers of seat belts
11. To report any issues and/or problems to the Operations Director
12. To complete a MIDAS training course
13. To work alongside the Health and Safety Manager to ensure the safety of all passengers including those travelling in wheelchairs

### **Standard Duties**

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the New Bridge Group.
3. To implement and uphold the policies, procedures and codes of practice of the organisation.
4. To take a pro-active approach to health and safety, working with others in the organisation to minimise and mitigate potential hazards and risks, and actively contribute to security.
5. To participate and engage with workplace learning and development opportunities, subject to the organisation's training plan, working to continually improve own performance and that of any teams.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

**Contacts:**

1. Colleagues working within the organisation
2. Pupils, Parents/relatives/carers
3. Peripatetic services and other education or health care professionals
4. Governors, Trustees, Directors

**Special Conditions, Equipment, Tools etc.**

Enhanced DBS Disclosure is required

Cross site travel may be required.

**APPLICANTS: PLEASE ENSURE YOU SET OUT YOUR EVIDENCE AGAINST THE EMBOLDENED CRITERIA BELOW**

## Person Specification

**Job Title:** Fleet Manager

Pay Grade / Scale / Range:	Selection Criteria <b>Essential</b>	Selection Criteria <b>Desirable</b>	How Assessed
<i>Abbreviations: AF = Application Form; I = Interview.</i>			
<b>Education &amp; Qualifications</b>	<p><b>Full Clean UK Driving Licence including category D1</b></p> <p>Literacy and numeracy skills to carry out the requirements of the post</p> <p>First Aid at Work Certificate or willingness to work towards.</p> <p>MIDAS qualification or willingness to train for this qualification on appointment</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
<b>Experience</b>	<p><b>Experience of fleet management</b></p> <p><b>Experience of MiDAS training and assessing</b></p> <p><b>Experience of maintaining vehicles</b></p> <p>Experience of securing wheelchairs and using passenger restraints</p> <p>Experience of working in a time pressured environment</p> <p>Experience of working with SEN children of a relevant age to those in the New Bridge group</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>

<b>Skills &amp; Abilities</b>	ICT skills to operate a computer and other basic technology such as photocopiers etc.		
	Able to accurately record important fleet information which is open to scrutiny		
	Interpersonal skills to relate well to students and staff,		
	Communication skills to exchange information with a range of audiences		
	Team-work skills to work collaboratively with colleagues.		
	Able to work independently and on own initiative.		
<b>Knowledge</b>	<b>Knowledge of legal and statutory regulations regarding fleet vehicles, including MiDAS</b>		AF /
	Knowledge of young people with additional needs		
<b>Work Circumstances</b>	To work flexibly as the workload and needs of the students demand		
	To travel and work at other locations as may be required		
	Occasional out of hours working to support group functions		

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview**