

## Job description and person specification

**Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

### Job description

<b>Job Title:</b>	<b>Transport Technician</b>
<b>Reporting to:</b>	Transport Manager
<b>Line management responsibility for:</b>	N/A
<b>Main purpose of the role</b>	
To provide a Full Maintenance Service for our fleet of Trust's vehicles to a high standard and safety.	

#### Key Accountabilities:

1. To carry out Service & Maintenance of the Trust's vehicles to a high standard meeting all of the manufacturer's requirements, and to ensure all vehicles are safe to drive.
2. To diagnose faults & technical issues and to fix problems by repairing or replacing parts, to ensure time off the road is limited.
3. To write reports on Vehicle Safety check sheets ensuring accurate information is entered and passed to the Transport Manager, to ensure full compliance with VOSA regulations.
4. To maintain a clean, safe & tidy workshop, working within the Health & Safety regulations, to ensure full compliance at all times.
5. To maintain optimum supply of parts, sourcing appropriate suppliers to ensure the department keeps to budget and parts are available as required.
6. To assist the Transport Manager on all transport department's day to day activities, to ensure that all of the department's responsibilities are achieved and accomplished.

#### Measures:

1. To carry out Service & Maintenance of the Trust's vehicles to a high standard meeting all of the manufacturer's requirements, and to ensure all vehicles are safe to drive.
2. To diagnose faults & technical issues and to fix problems by repairing or replacing parts, to ensure time off the road is limited.
3. To write reports on Vehicle Safety check sheets ensuring accurate information is entered and passed to the Transport Manager, to ensure full compliance with VOSA regulations.
4. To maintain a clean, safe & tidy workshop, working within the Health & Safety regulations, to ensure full compliance at all times.
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- To assist the Transport Manager on all transport department's day to day activities, to ensure that all of the department's responsibilities are achieved and accomplished.

Key Dimensions Impacted by the Job:

- Fleet of 25 x minibuses, 12 x maintenance vehicles and 1 x pool car.

Key Interfaces:

- Transport Drivers
- Local garages/M.O.T providers
- Ford Main Dealers
- Vehicle Inspectors

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## Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
<b>Education and Qualifications</b>		
Fully Qualified Mechanic (Cars and Minibuses)	E	A, I
First Aid Qualified	D	A
Clean Driving Licence (Clean for a minimum of 2 years)	E	A
<b>Knowledge and Skills</b>		
Good knowledge of Health & Safety	E	A, I
Ability to work to deadlines whilst remaining calm and focused under pressure	E	I, E
<b>Experience</b>		
Previous Mechanic Experience (Cars and Minibuses)	E	A, I
<b>Personal competencies and qualities</b>		
The ability to work well both individually and in a team	E	I, E
Physically fit to carry out necessary duties	E	I, E

**Additional information:**

- **Salary - £27,301.31**
- **Working Hours - 40 hours per week, consisting of 8.00-5.00 with a total of 1 hours break per day**
- **All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of**
- **qualifications, where a requirement of the role.**