



Post: Transport Manager

Reporting to:

1. Estates Director
2. Director of Operations and Finance

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via several Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.

Purpose of the Role

The Transport Manager will play a key role in delivering operational excellence for the benefit of parents and pupils of Prior Park Schools. The Transport Manager will ensure that all school vehicles and transport remain safe, compliant, efficient and cost-effective at all times. This business critical and highly visible role requires an individual who can effectively manage their team in a fast-paced environment to deliver excellent customer experience. This will be both a management and hands-on role involving active participation in driving

to support both home to school transport and all school fixtures/trips/events during term time.

Contacts

The Transport Manager can expect to have a wide range of contacts with stakeholders both within and beyond the organisation. Contact with the external stakeholders (parents) is of particular importance.

The Transport Department

The Transport Team operate within the school's Estates Department, providing all the transport requirements for both UK schools. We operate our own a fleet of new minibuses, driven by a team permanent, term-time drivers and supported by MiDAS qualified staff and supplemented by coach hire and taxi companies. We also operate a small fleet of estate's vehicles for maintenance, portering and catering.

The Role

The Transport Manager will report directly to and be line-managed by the Estates Director. In their work the post holder will have day to day responsibility for their own work priorities and maintenance of high standards.

The role is based predominantly at Prior Park College working across The Paragon School, Bath also but travel to other locations may be required as part of wider Prior Park Schools work.

The main areas of responsibility are:

- First point of contact for all school Transport Service enquiries from parents
- Liaising with parents and drivers to maintain optimum capacity levels, planning routes and stops, dealing with parental feedback/communications and making sure the school's minibus service is safe, secure and cost-effective.
- Manage the schools full transport fleet of vehicles including minibuses, estates and catering vehicles. Including allocation, maintenance and safety checks on all vehicles together with licence checks on all drivers/staff.
- Maintain a database, producing management information and giving recommendations for the future development of the transport service in line with the schools' objectives.
- Planning and co-ordinating the additional transport requirements for our schools throughout the academic year including fixtures, DoE/CCF, termly airport transfers, Co/Extra-curricular trips and excursions.
- Manage booking and hire contracts agreements with all sub-contract providers of transport to the schools such as coach companies and taxi operators.
- Advise on policy and strategic developments, examining business decisions (pricing policy, level of service provision, timetable changes) to assess their impact on the service and make recommendations.
- Work effectively with colleagues in finance, boarding, marketing, admissions, school office, and development to ensure a quality service is provided at an affordable price to the school and parents.
- Produce and manage an annual draft budget for discussion and update with actual spend on a termly basis.
- Recruit, train and manage the team of minibus drivers ensuring up to date records are maintained.



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- Deal with all driving-related incidents, insurance claims and areas of concern.
- Liaise with stakeholders including planning and highways authorities, the police, local residents and members of the public, local Councils and other transport providers.
- Ensure all transport operations are carried out in accordance with UK and European Union (EU) laws and regulations, particularly relating to health and safety and in full accordance with the Trusts Section 19 permit agreements.
- Develop and innovate the school's transport service in response to the needs of the organisation, the Trust's sustainability objectives and industry developments.

Knowledge, Experience and Qualifications

- PC literate in Word, Excel and Outlook
- Demonstrable experience of managing a team
- Understanding of transport management, permit operation and vehicle compliance checks
- Experience in people/team management including mentoring, motivating and developing staff.
- A Sound understanding excellent customer service.
- Experience working in a School or not for profit environment desirable but not essential.

Skills and personal attributes

- Highly organized and a strong communicator
- Can-do attitude and always takes accountability.
- Highly approachable to parents, pupils and colleagues
- Ability to pay attention to detail.
- Able to deal with various tasks simultaneously and adaptable in managing the inevitable daily changes that will occur when managing a transport service.

Health and safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere Prior Park School's Health and Safety Policy and all health and safety law.

Line Management

The Transport Manager has direct line management responsibilities for the Minibus Drivers.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.

JD reviewed April 2026

Professional Specification and Personal Attributes

The post holder will be personable, a good leader, have good time management, be calm under pressure and patient.

The post holder will be required to either hold, or be willing to gain appropriate, First Aid qualifications.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Minimum of 5 GCSEs including English and Maths at Grade C or above or equivalent. • Full, clean UK driving licence with current D1 entitlement. • First Aid (or willingness to gain)] 	<ul style="list-style-type: none"> • CPC qualification
Experience	<ul style="list-style-type: none"> • An ability to be an IT user with experience of Microsoft Word, Outlook, and Excel to increase efficiency of admin functions. • Proven management skills • Proven in an understanding of transport management, permit operation and compliance checks. • Experience of working in a customer facing environment • Extensive experience in people/team management including mentoring, motivating and developing staff 	<ul style="list-style-type: none"> • Previous experience of working in a school or other educational establishment
Knowledge	<ul style="list-style-type: none"> • A good understanding of current legislation and trends within transport • Sound working knowledge of admin and office systems. • Knowledge and awareness of the importance of confidentiality and data protection 	
Skills and competences	<ul style="list-style-type: none"> • The ability to work cooperatively with others to inspire and motivate. • Clarity of thought and excellent organisational skills • Excellent written communication skills with the ability to produce high quality documentation. • A good sense of humour • Excellent level of interpersonal skills to enable liaison with staff and external organisations. • Excellent organisational skills, able to work to deadlines. • An ability to work collaboratively across and develop and maintain positive and supportive working relationships. • A flexible attitude towards duties and working patterns to fulfil the requirements of the role. 	
Safeguarding	<ul style="list-style-type: none"> • All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children. • All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of vulnerable adults 	
Personal Qualities	<ul style="list-style-type: none"> • Willingness and ability to be flexible and open to change. • Highly organised and strong communicator 	

	<ul style="list-style-type: none"> • Can-do attitude and always takes accountability. • Works well with the team but also able to work effectively alone. • Ability to remain calm and function well under pressure 	
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Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the interests of any school within the Trust. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must always be adhered to. The Trust's schools operate under the Data Protection Act 2018 and implement policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments, and the Transport Manager can expect to be involved in activities which may require physical exertion, as and when required, always observing health and safety regulations and practices.