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**MOULTON COLLEGE – JOB DESCRIPTION**

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### **Job Title:** Fleet Administrator

**Department:** Transport

**Hours:** 26 hours per week / 52 Weeks – Various as below

Mon – Thurs; 08:00 – 12:15

Fri; 08:00 – 17:15

**Responsible to:** Transport Coordinator

**Reports:** N/A

**Salary / Scale:** Support Spine - Band 4 £13,294.66 - £13,474.24 per annum (pro rata to £19,175.00 - £19,434.00 per annum)

**Date of Issue:** November, 2022

**Organisation Chart:**

Director of Student Services

Transport Coordinator

### Transport Fleet Administrator

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1. **Aims and Purpose of the Post**
   1. The provision of administrative, general and practical support services in the running of the student and college transport services.
   2. Ensuring key (auditable) controls are adhered to and policies and procedures are updated. Ensuring best practice Fleet (Driver), Human Resources, Health & Safety Policies, Compliance, Risk and legislative requirements are adhered to at all times
2. **Specific Responsibilities**
   1. Assist in the administration and coordination of the fleet of motor vehicles.
   2. Maintaining accurate and detailed fleet records both manually and computerised.
   3. Ensure all Defects raised are completed, and signed off by the repairer.
   4. Maintain the Re Torque register.
   5. Re ordering of fuel, ad blue and parts.
   6. Raise all purchase order numbers relating to fleet.
   7. Manage the approved drivers, and ensure Minibus Assessments are carried out annually.
   8. Annual driving licence checks completed for the approved drivers.
   9. Maintain the insurance database.
   10. Processing vehicle check procedures.
   11. To provide cover for the Transport Coordinator, as required, at the bus arrival and departures at the Holcot site.
   12. To deal with general enquiries and requests relating to student transport, on the phone, online or at the student reception.
   13. To support the booking of trips, obtaining coach quotes, generating purchase orders and confirming bookings.
   14. To support emergency bookings of Taxi’s for students.
   15. To assist practically with the monitoring and operation of student and other transport services.
   16. To provide support and cover for other areas within the Student Services Department as required.
   17. To ensure College policies and procedures are applied consistently in all areas of work.
   18. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   19. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   20. To manage student conduct in accordance with College policies.
   21. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   22. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   23. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   24. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering Cycle to Work Scheme (subject to conditions)

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification; Fleet Administrator** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| **Experience & knowledge** |  |  |
| Experience in the transport industry |  | x |
| Dealing with customers in a confident but articulate telephone manner. | X |  |
| Experience of working with confidential information | X |  |
| Experience of dealing with large volumes of data and information | X |  |
| Experience of working heavily with spreadsheet systems | X |  |
| Experience of working with database systems | X |  |
| Working effectively under pressure | X |  |
| Strong ability to problem solve | X |  |
| Able to challenge decisions and handle conflict | X |  |
| **Personal Attributes** |  |  |
| Excellent attention to detail. | X |  |
| Excellent effective communication and interpersonal skills. | X |  |
| Evidence of remaining calm in difficult situations | X |  |
| Ability to build and maintain effective working relationships | X |  |
| Strong team player | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website.