

# Goldwyn School

## Vacancy: Deputy Transport Manager/Driver

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### Required for September 2023

#### Based at Goldwyn Ashford

Goldwyn School wishes to appoint a reliable and conscientious Deputy Transport Manager to assist the management of the school's Home to School Transport including the school's vehicle fleet and its respective drivers. The successful applicant will take pride in ensuring the school's transport is efficient, effective and safe for our students.

Main duties include:

- Support the management of the team of drivers, taxis and the vehicles
- Assist in planning the transport routes to reflect demand
- Ensuring the fleet is properly serviced, maintained and repaired as necessary to be fully compliant
- Communicating effectively with taxis, drivers, parents and staff
- Undertake driving duties as and when required

The successful candidate will have the ability to multi-task, prioritise workload, good IT skills and previous experience and knowledge of road safety. Vehicle maintenance and health & safety requirements would be advantageous. Excellent administration, written and oral communication skills plus a full, clean driving licence are essential.

This post is offered on Kent Range 5 £22,595 (actual £19,342.29 per annum) and is for 36.5 hours per week term time only plus 5 staff development days. Hours of work are 8.00am to 4.00pm Monday to Thursday and 8.00am to 3.00pm Friday.

#### Information about the school

Goldwyn is a pioneering school that provides an exciting, high achieving and creative curriculum for students who have social, emotional and health needs. Every child at Goldwyn is unique and it is our mission to design a learning pathway that reflects high aspirations as well as encouraging their inherent talents through music, art, languages, technology, science, sport, vocational education and much more. The Goldwyn leaders and all our staff are inspirational and committed to providing a happy, secure and stimulating school in which students enjoy their learning. We provide an education which develops the whole child academically, socially and emotionally. We focus our energies on ensuring that all children aim for excellence in their work and are able to achieve the very best that they can.

Goldwyn School is a KCC Foundation Special School for children and young people with an EHCP for SEMH needs from age 11 to 18. Students who are admitted to the school have complex and wide ranging difficulties and come from a wide range of socio-economic backgrounds and a wide geographical area.

Goldwyn School is an Outstanding School for students with SEMH needs, and consists of:

- **Goldwyn Ashford** in Great Chart, Ashford (TN23 3BT)
- **Goldwyn Folkestone** in Parkfield Road, Folkestone (CT19 5BY)
- **Goldwyn Sixth Form** in Leacon Road, Ashford, Kent (TN23 4FB)
- **Goldwyn Plus** in Beaver Lane, Ashford (TN23 5NX) (our alternative curriculum programme)

Visits to our school are warmly welcomed and encouraged. Please contact Tony Lucey, Transport Manager: [tony.lucey@goldwyn.kent.sch.uk](mailto:tony.lucey@goldwyn.kent.sch.uk)

To apply please complete the application form via Kent Teach.

**Closing Date: Monday 10 July 2023 (10.00 am)**

*Applications will be considered in the order in which they are received. Goldwyn School reserves the right to interview at any point during the recruitment process and early applications are encouraged.*

*In line with KCSiE 2022 guidance, as part of the shortlisting process, the School reserves the right to conduct an online search on shortlisted candidates as part of our due diligence and any relevant information found concerning a candidate's suitability to work with children will be discussed at interview stage.*

*Goldwyn School is committed to the highest standards in safeguarding procedures and promoting the welfare of every student and we expect all our staff and volunteers to share this commitment.*

*References may be taken up before interview and the successful applicant will undertake an enhanced DBS check.*