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| Job Title: Children's Services Transport Assistant | Role Profile Number: OPH132 |
| Grade: K | Date Prepared: May 2022 |
| Directorate/Group: Children's Services | Reporting to: Children's Services Transport Co-ordinators |
| Structure Chart attached: | No |

Job Purpose

1. To assist with the planning & co-ordination of all Childrens' Services transport contracts, to include the tendering & procurement of services
2. To assist with financial monitoring functions for all aspects of Children's Services
3. To assist with the day to day operation of the Council's Passenger Transport Vehicle Fleet & Drivers

Key Accountabilities

Contract Management

1. Assisting with the Investigation and rectifying of daily operational problems occurring with Education and Social Care Transport within the office and by site visits including at school times morning and afternoon. This will involve dealing with parents and schools and being able to resolve issues promptly and fairly

Complaints and Compliments

1. To record complaints and compliments on the Council's recording system
2. To support the Transport Team Leaders in gathering of information, evidence and supporting document for any transport appeals that are received

Quality Assurance

1. Maintenance of computer databases of Passenger Assistants and finance records ensuring that all records are up to date at all times

Data Management

1. To ensure that the operation of the Front Door Function is staffed on a daily basis and that all contacts are recorded accurately
2. To support the Transport Co-ordinator in providing management data that will further support the functions/capacity within the team

Financial Monitoring

1. Process Passenger Assistants timesheets and assist with processing contractors invoices for payment

Operation of Home to School and Social Care Transport

1. Assist with the allocation of Passenger Assistants to routes/journeys and Relief Passenger Assistants to cover sickness absence, unpaid leave and emergency situations
2. Manage the application and assessment process for all modes of travel ensuring that there is evidence to support the entitlement approval
3. In times of severe weather or other critical incidents assist the Transport Co-ordinators and team leaders to co-ordinate the actions of operators brief head teachers or their representatives accordingly to ensure that students get to school where possible in a safe manner

Supplementary Accountabilities

To be available for office cover to ensure the office is staffed between 0745 and 1700 to respond to passenger transport enquiries and operational issues.

To be available to attend and support all team meetings

Undertake any duties as may be required from time to time, appropriate to the grading of the post provide cover for the Transport Co-ordinator when absent.

Knowledge & Experience

Relevant compensatory experience in managing or supervising a large team of people. Experience of working in passenger transport

Excellent administration skills.

Knowledge and understanding of special educational needs and disability of individuals. Health and safety awareness.

Good written and verbal communication skills. Proven

Decision-making skills.

Ability to remain calm under pressure. Proven

Problem solving skills.

Competent in the use of Microsoft Office

Ability to travel around the Borough is required.
 Full driver's license.
 An enhanced DBS is required for this position.

Qualifications

Decision Making

Day-to-day decisions – to other officers, escort staff, schools, day centres, administrative staff, parents/guardians, clients and contractors.

Creativity and Innovation

Excellent administrator.
 Keeping up to date with relevant legislation and best practice.
 Able to utilise limited resources to maximum effect.

| <u>Job Scope</u> | Budget Holder | Yes/No |
|---|--|----------|
| <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> None <p>Typical tasks supervised/allocated to others Holidays will taken in line with service requirements, and you should be available for work throughout August and early-mid September</p> | <p>Responsibility</p> <p>Asset Responsibility:</p> | <p>.</p> |

Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

Written Communication – reports, letters, minutes, e-mails
 Verbal Communication - telephone, meeting – private and public, delivery of core/team briefings, appraisals, delivering training and presentations
 People communicated with:

Officers of this and other councils, headteachers, teachers, day centre managers, administrative staff, escort staff, parents/guardians, clients, social workers, contractors, police and professional associations.

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

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| Employee Signature: | Print Name: |
| Date: | |
| Line Managers Signature: | Print Name: |
| Date: | |