

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Transport Service Coordinator - ELV	Reference: July 2022
Function/Department	ELV - Operations	Location: AIS
Manager Title	Campus Manager - Early Learning Village	
Position Type	Permanent	
Position Status	Full-time	

Position Objective

- Responsible for the effective management and operation of the transportation services servicing the Early Learning Village and ensuring adherence to Health and Safety compliance and school policies

Responsibilities

- Daily management, supervision and management reporting of the school supplied transport service and the selected transport vendor and their transport services for the Early Learning Village
- Budget Management, Monitoring and Reporting of the school supplied bus fleet for the Early Learning Village including the people management of the transport drivers for the service
- Development of and support, advice and ensuring adherence to all Transport related Health and Safety Policies and Procedures within the Early Learning Village, including training and education of vendor supplied transport staff
- Management of all written and verbal issues and feedback received in relation to the Early Learning Village Transport service and escalation of any issues to the appropriate person, with follow through to conclusion
- Other duties or operational activities as required to ensure the efficient operation of the Transport service at the Early Learning Village

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position.

It is the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third-party services.

Position Requirements

- Excellent communication skills - written and spoken English
- Proven administrative experience with strong time-management skills and multitasking ability to work in a fast-paced environment
- Solid interpersonal skills, with ability to interact professionally with stakeholders of various nationalities to ensure an outstanding customer service delivery is maintained
- Proficient skills in Microsoft Office or similar with aptitude to learn new systems



- Manage a team of drivers for the school supplied transportation service ensuring an outstanding service is delivered and maintained

Qualifications

- Degree or Diploma in (Facility / Estate / Hospitality) or other equivalent qualification
- At least 5 years of experience in a similar role
- Ability to be able to use IT Computer Systems and Applications

Contacts

- School Transport drivers
- Third party vendor management and staff deployed to service the campus transport requirements
- Teaching staff and School Leadership Team
- Parents and Students
- Regional Office Transport Manager

Working Conditions

- Office location within a school environment at Lorong Chuan, outdoors and indoors
- Moving around a multi-storey campus
- Occasional after hours work required when urgent situations arise
- Country role

Terms of Employment

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave: 21 working days per annum
- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 60 days hospitalisation leave including 14 days sick leave
- Probation Period: 6 months from date of commencement
- Referee request: Required
- Background Check: Required