

Transport Supervisor

Future
Schools
Trust

Future Schools Trust



Build your Career, Shape your Future, Apply today

Welcome to Future Schools Trust.

Our Trust consists of two secondary schools, one primary school and one nursery at the heart of our local community in the Maidstone and Malling area of Kent. FST was legally established as a Multi Academy Trust (MAT) in 2007.

Future
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A great place to be



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Welcome from the Chief Executive Officer

Isabelle Linney-Drouet
BA (Hons) | NPQH



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at www.cornwallisacademy.com/vacancies.

Best wishes

A handwritten signature in dark ink, appearing to read 'Isabelle Linney-Drouet', written in a cursive style.

Isabelle Linney-Drouet
Chief Executive Officer

Post:	Transport Supervisor
Academy:	Future Schools Trust
Department:	Facilities
Responsible to:	Facilities Manager
Salary:	FST Grade D
Working pattern:	37 hours per week, 39 weeks per year

Purpose

As the Transport Supervisor at Future Schools Trust, you will be responsible for the school minibuses, transporting Sixth Form Students between Trust Sites, transportation of staff/students to and from school events e.g. sporting fixtures. You will also ensure the minibus fleet are clean, maintained, ready for usage at any given time.

Duties and Responsibilities

- Operating the minibus route between Trust sites in accordance to procedure
- Operating the minibus for events
- Manage bookings for all the buses in the Trust using the booking system
- Follow assigned route and adhere to set schedules
- Ensuring the minibus is kept clean/tidy inside and out
- Carry out regular inspection/checking of the tyres, lights, oil, water and petrol/diesel.
- Keeping the minibuses locked and secure when not in use
- Arranging of MOTs/service appointments
- Ensuring any additional work required to maintain the minibus to a safe and high standard is reported immediately to the ICT and Facilities Manager.
- Adhering to health and safety guidance at all times
- Securing the welfare, discipline and appropriate behaviour of young people
- Responsibility of mini bus log books.
- Log all accidents with the insurance company and complete all paperwork with the driver at the time

Person Specification

Knowledge & Skills

- Essential - Driving Licence: D1 category
- Previous employment in a driving environment is desirable experience
- Experience of working with young people/children is desirable
- Strong communication skills are essential, with young people would be an advantage
- Basic understanding of First Aid would be an advantage although training will be provided
- Awareness of child safeguarding procedures is desirable, but training will be provided

Personal Qualities

- Ability to work on own initiative
- Ability to remain calm and confident during a stressful or emergency environment
- Self-motivated

Application:

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at www.futureschoolstrust.com/vacancies.

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email recruitment@futureschoolstrust.com to arrange a visit.

Health & Safety:

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding:

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

Pension Scheme:

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

Annual Leave:

For support staff annual leave starts at 27 days a year plus Bank Holidays and increases after 5 years' service.

Cycle to work scheme:

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

Retail, Health & Social Offers through Kent Rewards:

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

Other offers:

- Benenden Private Healthcare Scheme – Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)





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fstrust



Cornwallis Academy
Ambitions for All



New Line Learning Academy
Believe and Achieve



Tiger
Primary School



Tiger Cubs
Day Nursery

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