

Dear Applicant

Thank you for requesting details of the post of School Transport Manager at Newcastle High School for Girls. I hope that the enclosed information will encourage you to apply for this important position in our successful and happy school. You will also find the School offers a very pleasant and supportive atmosphere in which to work.

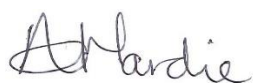
I regard every member of staff as extremely important. It is essential that anyone joining Newcastle High School for Girls has the ability and drive to help us improve further by participating wholeheartedly in all aspects of school life and promoting our ethos.

We are all committed to helping every individual in the School, both staff and pupils, achieve their full potential. We have a thorough Induction Programme for all staff and the Staff Room is lively and welcoming.

Extensive building and refurbishment programmes in recent years mean that both our Senior and Junior School sites have some of the most impressive school facilities in the region and, indeed, the UK.

I do hope that you will apply for this post. Newcastle High School for Girls is a wonderful School in which to work and this is an exciting opportunity. I look forward to hearing from you.

Yours faithfully



Mrs A Hardie
Head

About the School



Newcastle High School for Girls is the North East's leading independent girls' day school. Founded in 2014, following the merger of two very long-standing predecessor schools, NHSG is a state-of-the-art, modern school with a tradition and history stemming back almost 150 years.

We are an all-through school (ages 3-18) with around 250 girls in the Junior School and 450 in the Senior School, including over 100 in the Sixth Form, who, together with around 150 staff, make up a friendly and welcoming community.

The Junior and Senior Schools occupy their own separate campuses around a mile apart and this role is based at our Senior School site. Our two campuses are situated within the suburban, leafy areas of Jesmond and Sandyford, both with excellent transport links to the Tyne & Wear Metro and bus services from across the region.

Our School is a very popular choice at all ages, with girls joining us from most parts of the Tyne & Wear metropolitan area, as well as areas further afield in Durham, Northumberland, the Tyne Valley, the Borders and Teesside.

Girls who attend NHSG are bright, enthusiastic, eager to learn and have high aspirations. Our public examination results are consistently outstanding, and girls go on to study a wide range of subjects at prestigious universities in the UK and abroad. NHSG is highly regarded for the way it achieves its outstanding outcomes within a particularly warm and supportive environment, with pastoral care and achieving the best for every girl at the heart of everything we do.

Overview – School Transport Manager



The role of School Transport Manager at Newcastle High School for Girls is to provide a safe, reliable, professional and friendly minibus transportation for pupils and staff at the school. As Transport Manager you would be the internal single point of contact for school staff for internal transport logistics requirements and to plan and allocate vehicles, drivers and chaperones to routes, services, events and activities to meet the school's needs.

The GDST's core mission is to reach as many girls as possible and the provision of our daily bus services is essential to helping us to achieve that mission.

The Transport Manager includes effective leadership of the Minibus Driving Team to proactively and committedly, manage all internal school transport related matters to a prompt and effective resolution. The role also includes working with the School's finance and facilities teams to manage the School's annual transport budget alongside operation of a maintenance and lifecycle-management plan to manage the school's vehicle fleet and operating costs. The successful applicant will take personal pride in ensuring that the safety, appearance and smooth running of the School's vehicle fleet and transport operations contribute to a positive image of the school, and encourage and direct others, as appropriate, to do so.

In liaison with the Director of Finance and Operations and HR Coordinator, recruit, induct, develop, deploy, motivate and appraise members of the driving team to ensure that they have

clear expectations of their roles, and that high performance standards are achieved and maintained.

Working alongside our outsourced, transport management systems provider the successful applicant will ensure that routes, timings, pick-up and drop-off locations, duty rotas and daily routines designed to ensure that the School's vehicle fleet and transport operations are maintained consistently, and in accordance with agreed specifications and deliver effective support to pupils and parents at all times.



About the Girls' Day School Trust



The GDST is a family of 24 independent schools and 2 all girls' academies across England and Wales. As specialists in girls' education, we tailor our teaching to the way girls learn best and instil in them the conviction that there is no limit to what they can achieve.

At GDST, we focus not only on what is learned but how it is learned. Ensuring our girls are confident and fearless, determined to show what they can do. Nothing holds our girls back – they are encouraged to embrace every role and subject. As a result, they trust their own abilities and are alive to every opportunity.

We concentrate on creating an environment where all can thrive and learn from one another. Physical and emotional well-being is paramount, which is why every GDST school provides an incredible array of extra-curricular activities and wellbeing programmes.

Within this family, networking opportunities enable staff to share best practice and develop initiatives that benefit all our schools and pupils. In addition to supporting the work of individual schools in providing excellent induction and development opportunities for staff, the GDST provides access to an extensive training programme, GDST Learn. This includes development opportunities and grants for some individual courses of study.