



Job Description

Vehicle Coordinator/Estates Technician

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your contribution to Haberdashers' Monmouth Schools. Your Job Description should be reviewed every two years as part of the Appraisal Process.

Working Hours: 37½ hours per week, Monday – Friday 8am – 4 pm (with a 30-minute break)

Responsible to: The Bursar through the Estates Manager

Summary of the Role:

To ensure the School vehicle fleet remains serviceable and compliant within legal requirements. Other duties include general estates and portering duties.

Main Duties and responsibilities

1. Organising the quarterly safety checks and annual servicing/M.O.T. of vehicles and trailers
2. Collating all vehicle paperwork including fuel receipts for compliance and audit purposes
3. General day to day maintenance, fuelling and cleaning of the School vehicles, including arranging emergency repairs and tyre replacement
4. Various portering duties including daily collection/return of laundry to the various sites around the School
5. Assisting in the Porters Lodge
6. Driving to the Grange and Monmouth School at the start of the school day
7. Driving parents and prospective students between School sites on Open Days
8. Any other duties as requested by the Estates Manager or Foreman

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

Person Specification

| <i>Essential</i> | <i>Desirable</i> |
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| Qualifications | |
| <ul style="list-style-type: none"> • Minimum 2 GCSEs, Grade C or equivalent • Full UK Driving Licence | <ul style="list-style-type: none"> • Full UK Driving Licence D1 Classification |
| Experience | |
| | <ul style="list-style-type: none"> • Experience of arranging vehicle servicing and safety checks • Basic vehicle maintenance experience |
| Skills | |
| <ul style="list-style-type: none"> • Good interpersonal skills • Ability work independently and as part of a team • Ability to work accurately with attention to detail | |
| Personal Attributes | |
| <ul style="list-style-type: none"> • Calm under pressure with excellent time management skills • Effective communication skills | |
| Other Factors | |
| <ul style="list-style-type: none"> • Flexible approach • Willingness to undertake additional training (on occasion outside normal working hours) | |