

JOB DESCRIPTION

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| Position: | Transport Coordinator |
| Appointed by: | The Principal |
| Report Directly to: | Director of Operations and Facilities |
| Hours: | Permanent Term Time Only + 20 days (as required) Split Shift arrangement may also apply Additional hours may be required in effectively carrying out the role |

Overview:

The Illawarra Grammar School is a co-educational Anglican School located in the Illawarra, catering and caring for students in Preparatory to Year 12.

The School is earning a reputation for achieving excellent educational outcomes for its students. This is a reputation that our learning community is determined to enhance.

The Illawarra Grammar Statement of Mission and Values captures the School's fundamental commitment to quality teaching and learning that:

- has rigorous student learning as its core business;
- is built around the pursuit of academic excellence; and
- cultivates an aspirational ethos that values and pursues the achievement of outstanding learning outcomes.

The School's Mission Statement reads:

"The achievement of academic excellence in a caring environment that is founded on Christian belief and behaviour, so that students are equipped to act with wisdom, compassion and justice as faithful stewards of our world."

A demonstrated commitment to, and support of, the School's Mission and Values Statement are essential.

Position Overview:

The Transport Coordinator will manage the day to day operations of all Illawarra Grammar bus services utilizing the TIGS Fleet, external relationships with contracted bus companies providing services to TIGS and external relationships with contracted transport companies providing SSTS (School Student Transport Services) to TIGS. The role includes ensuring the safety and wellbeing of all students and staff, compliance with School, State and Federal Govt. guidelines and ensuring the timely maintenance of school vehicles.

Duties:

- Provide a punctual, affordable and safe passage for all Students using TIGS bus services
- Supervise, schedule and co-ordinate TIGS bus services including contracted bus runs
- Manage a team of Bus Drivers in various capacities of Full Time, Part Time and Casual employment
- Co-ordinate all transport bookings for sports, sports carnivals, excursions, camps etc
- Liaise with and obtain quotes for all TIGS Bus Services from contracting bus companies
- Report all student disciplinary matters to the relevant Head of School
- Collate and authorise timesheets from bus drivers on a fortnightly basis
- Advise the TIGS Executive on traffic safety matters regarding School car parks
- Be actively involved in supporting the School's WH&S System
- Provide assistance with controlling and directing traffic at the onsite car park during drop off and pick up times of students
- Comply with Heavy Vehicle Inspection Standards (HVIS) on a annual basis
- Show a demonstrated commitment to the Mission and Values of the School.

Qualifications/Experience:

- Minimum MR Drivers Licence required and a driving authority from Ministry of Transport (MOT)
- Minimum five (5) years driving experience
- Previous coordinating/managing experience
- Knowledge of Microsoft Office – Outlook, Excel, Word.

Working Conditions:

- This position may necessitate some out-of-hours work on weekends and evenings as required
- Employment will be subject to the provisions of the Independent Schools (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025 or any industrial agreement that replaces that award.

All staff are expected to act professionally at all times, to be supportive of the Christian ministry of the School and to be loyal to the Principal and publicly supportive of her decisions.

Dr Julie Greenhalgh

Principal

March 2026