

Job Description – Vehicle Coordinator

Position: Vehicle Coordinator

Responsible to : Principal
Property Asset Manager
Property Supervisor

Key tasks:

Administration	<ul style="list-style-type: none"> - Maintain all vehicle WoFs, RUCs and registrations - Maintain communications regarding van bookings - Any other tasks required by the manager or supervisor
Vehicles	<ul style="list-style-type: none"> - Cleaning of vans and school vehicles once per week - Weekly vehicle checks and test drives - Monitor all vehicles and ensure any damage is logged and repaired - Vehicle maintenance as and when required - Overseeing implementation of the van key management system
Property	<ul style="list-style-type: none"> - Shared responsibility for the Testing and Tagging of electrical appliances from the College and Boarding House - Assist the Property team as and when required.

8 hours per week, term time only.

Skills required;

- Competence in Vehicle maintenance
- Ability to work independently and within the Property team
- Attention to detail
- A focus on systems and procedures