

1. OVERVIEW

- 1.1. The Housing & Transport Executive is appointed by the Business Manager and reports to the departmental heads of Facilities/Transport.
- 1.2. Is responsible for ensuring the efficiency of transport services and act as a liaison between drivers and the manager. Will maintain transport records in google sheets and file server.
- 1.3. Has to maintain a good rapport between the school and the house owners/ building owners associations, in the set up and maintenance of all expatriate allotted accommodations and execute all works assigned, efficiently.
- 1.4. The Housing & Transport executive is a full time employee of the school.

2. EXPECTATIONS

It is expected that the Housing & Transport executive will:

- 2.1. Be qualified as graduate.
- 2.2. Demonstrate an explicit commitment to the philosophy, mission and vision of the school as determined by the Senior Leadership Team.
- 2.3. Communicate effectively with all school constituencies;
- 2.4. Keep abreast of appropriate transport matters pertinent to the operation of the school
- 2.5. Maintain an effective working relationship with colleagues, Co-ordinators, Heads of Departments and members of the Senior Management Team.
- 2.6. Be familiar with the operational practices and expectations of the school.
- 2.7. Adhere to the school policies and guidelines.
- 2.8. Attend all the meetings as per the requirement of the Facilities head and Transport Manager.

3. DUTIES AND RESPONSIBILITIES

These include, but are not limited to:

Housing:

- 3.1. Ensuring daily operations as per scope, are seamlessly performed, taking care of faculty apartments – housing related complaints and closing the same within stipulated timeframe, issues with utility maintenance collection and remittance on daily basis.
- 3.2. Coordinating with school authority regarding new expat faculty arrival and receiving from airport and dropping at respective apartments, guide on usage of utilities, internet functioning, emergency contacts etc.
- 3.3. Preparation of flats for new arrivals by repainting, deep cleaning, consumables arranging, bed making, inventory mapping, electrical/plumbing/carpentry repairs.
- 3.4. Ensuring proper inventory of equipment and household appliances as per allocation on each flat, at the time of arrival and departure.
- 3.5. Timely collection of utility bills and submission to accounts department for payment before the due dates, and avoid risk of disconnection due to non-payment of bills.

Transport:

- 3.6. Monitor fuel consumption & refilling fuel when required.
- 3.7. Maintain vehicle mileage sheets on weekly as well as on monthly basis.
- 3.8. Under the direction of the Transport Manager – track students travelling by school buses.
- 3.9. Prepare drivers' eligible allowances on a monthly basis and petty cash reimbursement.
- 3.10. Prepare supporting payroll data for department and submit within timeline to the respective teams.
- 3.11. Maintain checks on student attendance files, and report to the Transport Manager, on discipline and behavior.

- 3.12. Allot additional duties to drivers as & when required (bank work, Point office, Pickups / drops, couriers etc.).
- 3.13. Maintain all documents related to the bus monitors, drivers and all vehicles & ensure timely renewals & statutory compliance, as applicable.
- 3.14. Follow up for transport related Agreements, payments etc.
- 3.15. Attend meetings as required. Maintain good working relationship with all appropriate members of the school community, viz principals, coordinators, faculty and parents.

The Job Description is a guide only and is not intended to be exhaustive or exclusive list of duties of this position. It is subject to review and modification by Head of School at any time in response to the changing needs of the school.