

JOB VACANCY

Duty Manager - Readybus

Are you a dynamic leader with a passion for operational excellence? Look no further!

We are thrilled to announce an exciting opportunity for a Duty Manager to join our team at our depot in Slough.

As a pivotal role in our organisation and reporting to the Operations Manager, the Duty Manager will spearhead the daily operations, help lead a dedicated team, and drive performance to new heights.

This is the perfect opportunity for you, if you thrive in a fast-paced environment, possess exceptional organisational skills, and have a proven track record of working together as a team.

Position details:

- Job Type: Full-time
- Salary: £36,463.68 per year. Overtime will be available
- Schedule: 12-hour shift on a 4-day on, 4-day off rotational shift schedule. The working hours are from 06:00 to 18:00, with on-call duties outside regular hours
- Location: Slough

Benefits:

- Training and development opportunities
- Company Pension Scheme
- 22 days of holidays (including bank holidays)

Bell Farm, Wexham Park Lane,
Wexham, Slough SL3 6LX

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Main duties:

- Collaborate with Drivers, the Sales Team, Engineering, and External customers regarding operational needs through using several communication methods
- Supervise drivers for all services and hires
- Oversee, document, and uphold adherence to company protocols, encompassing drivers' hours and Tachograph regulations
- Ensure prompt communication with all staff regarding incidents/accidents, delays in school services or hires, and disruptions
- Address breakdowns, delays, accidents, and any other incidents impacting services and staff
- Arrange coach hire outside of office hours to address breakdowns or incidents
- Manage and assign responsibilities to ensure that scheduled operations are carried out as planned while maintaining cost efficiency through driver allocation and optimal fleet movements
- Download and store data from the vehicle's digital tachograph unit every 90 days and drivers' tachograph smart cards every 28 days to ensure compliance.

Health & Safety responsibilities:

- To comply with all pertinent company rules and regulations
- To perform tasks safely and efficiently

Experience required:

- A minimum of one year's experience in a similar role is necessary
- Applicants should have a background in agile environments, demonstrating decisiveness and a strong sense of ownership towards their responsibilities
- The ideal candidate must possess a PCV licence
- Exhibit outstanding verbal and written communication skills
- A proficient understanding of the coach industry
- Candidates holding (or willing to obtain) a PSV Transport Manager CPC will receive priority during the application process.

Work with the best:

The Ready group are a premier coach hire operator, providing eco-friendly and reliable transport services. Our commitment to inclusivity means we warmly invite applications from all individuals.

Apply today. We look forward to hearing from you.

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