



Trainee Operations Supervisor

Salary: From £22,000

Pulhams Coaches is a family-owned, coach and bus operator based in Bourton-on-the-Water, in the Cotswolds. Established in 1880, we are an award-winning business of over 140 years and are members of the prestigious Guild of British Coach Operators and DVSA Earned Recognition Scheme; amongst the highest performing operators in the UK. Pulhams Coaches operates 85 buses and coaches on a mix of work including private hire trips, UK and European tours, Home to School transport, educational excursions and local bus services.

This role is an exciting opportunity to be part of a dedicated team, helping run day-to-day operations in a busy transport environment. The successful applicant will be mentored throughout their employment eventually gaining a qualification in OCR International Certificate of Professional Competence (PSV). The role provides opportunities for progression to Operations Supervisor and Operations Manager.

This role would suit a school leaver (post GCSE or A Levels) who is seeking a rewarding career in transport. All training is provided with the only pre-requisite being enthusiasm for the bus and coach industry.

Main Duties and Responsibilities

- Work alongside the Operations Supervisors, Operations Manager, Compliance Lead and admin staff to fully learn, understand and practice the day-to-day operational environment of our busy transport office
- Learn, understand and practice all electronic back-office systems used for allocations, scheduling and data management
- Learn, understand and practice the principles of efficient and cost effective allocations and working practices
- Build a strong understanding of transport legislation, drivers hours and working time rules
- Learn to drive (when 18) through the Pulhams Driver Training School.

The successful applicant will be

- Aged 17 upwards. Both males and females from all backgrounds are invited to apply
- A dedicated individual, committed to being a team player
- Personable with outstanding customer service skills
- Good with IT and data
- Enjoy driving and practice safe and efficient driving skills
- Enthusiastic about working in a transport environment
- Committed to their long term learning and development in the coach and bus industry

Requirements

- Driving licence Category B (Car) no more than 3 points on your licence, no unspent drink driving convictions, no endorsements for the use of a mobile phone (e.g CU80)
- GCSE's in English and Maths

- Have an enthusiastic attitude to your own development

What we can offer you:

- Full PCV Training worth over £2,500 providing you with a qualification for life
- Paid provisional entitlement, theory and practical test fees
- Mentoring and support during your training and afterwards
- Paid medicals throughout your career
- Extensive training, route learning and vehicle familiarisation before starting
- Job Security
- Travel to work allowance
- Pension Scheme
- 28 days holiday
- Company Uniform
- Employee Assistance Programme
- Transport Benevolent Fund Membership (financial, health and welfare benefits)
- Free ongoing CPC and job specific training and development
- Free DBS checks & enrolment to update service
- Staff Christmas Savings Scheme
- Ride to Work Scheme (conditions apply)
- Staff and family retail & cinema discounts

Contact details for this job:

☎ 01451 820369 and ask for Kathryn Pulham

✉ kath@pulhamscoaches.com



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