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Apprentice Transport Operations Assistant

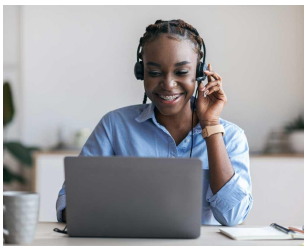
Location: **Halifax**

Posted: **24th November 2026**

Employer: **Calderdale Council**

Role type: **Apprenticeship**

Entry Requirements:



Calderdale Council is looking for an Apprentice Transport Operations Assistant to join the Transport Services Team. You'll play a key role in supporting the delivery of transport services for children and young people, including those with Special Educational Needs and Disabilities (SEND), while developing the skills and knowledge needed for a successful career in local government.

Business

Local authority

Training provided

Level 3 Business Administration

Pay details

National Minimum Wage

Hours

37 hours per week, working a shift pattern between 6:45am and 5:45pm, Monday to Friday

Requirements

- GCSE maths and English at grades 9-4
- Good communication and customer service skills
- Confident using IT systems and Microsoft Office applications
- Organised and able to manage a variety of tasks
- Works well both independently and as part of a team
- Attention to detail

Minimum age

16

Description

Day-to-day tasks include:

- Providing administrative support to the Transport Operations Team
- Assisting with responding to enquiries from parents, schools, transport providers and service users via telephone and email
- Maintaining accurate electronic and manual records
- Preparing and scanning documents for electronic filing systems
- Supporting the processing of taxi invoices and staff timesheets
- Providing reception cover and assisting colleagues with day-to-day enquiries
- Learning how transport services are planned and coordinated

- Occasionally providing cover for Passenger Attendant absences, supporting children and young people travelling on home-to-school transport

How to apply

Please apply on the council's **website**.

To enquire about this role: