

Job Description

Minibus Driver

Role Summary

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The role is responsible for ensuring the safety, welfare and good conduct of pupils during the school day in accordance with the policies, practices and procedures of the school.

The jobholder is responsible for ensuring the efficient running of the School minibus service, as part of a friendly team ensuring the safety of passengers, other road users, members of the public and yourself at all times.

Duties and Responsibilities:

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

Driving the minibus on specific routes to ensure a reliable service is provided to parents and students for collection and drop off in the morning and after school.

Responsible for the safety, comfort and welfare of the children.

Discuss with the drivers and/or Administrator any alterations to routes due to road works, etc.

Liaise with the Bursar/Administrator on matters relating to the minibus routes and advise reception of any pupil absences.

Ensure weekly minibus checklist is completed, with remedial actions followed up.

Deal with emergencies and follow school procedures and if necessary resolve transport issues promptly, updating the Bursar when issues arise.

Report any vehicle defects, faults, incidents and accidents promptly.

Be responsible for the cleanliness of vehicle, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.

Refuel vehicles on a regular basis.

Maintain and help to promote a professional school image, working attire should be worn at all times and kept in a clean and tidy condition. Ensure the ID badge is visibly at all times.

Work within health and safety and minibus policy and guidelines and other guidelines that may be issued.

Attend relevant training courses as identified and agreed, this will include passing a minibus driving assessment test and undertaking First Aid training and if required provide a first aid service to students.

Undertake other duties appropriate to the grade and responsibilities of the role as may be required.

It is vital to the ethos of the Support Team that the post holder is flexible in taking on additional tasks, willing to offer help to, and cover for, other members of the Team, and treats co-operation and support for colleagues as a top priority.

Professional development

Participate in the school's appraisal procedures and training and development in order to improve own practice.

Communication

Being aware of confidential issues linked to home/pupil/school work and to keep confidences as appropriate, communicate effectively with the whole school community.

Working with colleagues and other relevant professionals

Being aware and adhering to school policies and procedures, collaborate and work with colleagues and other relevant professionals within and beyond the school, develop effective professional relationships with colleagues.

Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. Understanding of the school framework calendar and how that affects workloads.

Personal and professional conduct

Maintain high standards of ethics and behaviour, within and outside school, demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community, have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties appropriate to the level of the role.

Working pattern

Please see advert for actual working pattern
Term time only - 34 weeks pa plus INSET days

Benefits

Salary. £11.44 per hour.

Holiday. The holiday entitlement is 5 weeks per year plus public holidays on a pro rata basis. It is expected that leave will be taken in school holidays only (18 weeks per year).

Pension Support staff pension scheme

Cycle to work scheme following successful completion of probation

Employee Assistance Programme cover for you and your immediate family members*, 24 hours a day, 7 days a week, 365 days a year

School Fees discount following successful completion of probation The role will work under the direction of the Bursar.

Person Specification

Qualifications		
Full valid driving license including D1 entitlement. Hold a current, clean and valid driving licence D1 unrestricted or a D1 restricted (car licence obtained prior to 01/01/1997)	Essential	Application form, Licence check
Knowledge and understanding		
Know how to safeguard children	Essential	Application form,
Knowledge and understanding of the School Child Protection Policies and Procedures		

Knowledge and understanding of effective behaviour management strategies and the ability to put these into practice		Interview, Professional references
Knowledge of strategies that promote equal opportunities for all		
Knowledge of common medical conditions e.g. asthma, allergies		
Experience and Skills		
Ability to develop and maintain good professional relationships and to work as part of a team	Essential	Application form, Interview, Professional references
Good communication skills e.g. encouraging pupils to adhere to safety requirements, ability to keep control of children. The ability to communicate with parents in an appropriate and when required empathetic manner		
Excellent organisational skills with the ability to coordinate and prioritise activities with excellent attention to detail		
The ability to establish and maintain effective working relationships at all levels internally and externally		
Experience of driving passengers in a minibus		
Good levels of literacy and numeracy		
Able to adhere to timetables and deadlines		
Experience of maintaining confidentiality at all times		
Experience of working in a school		
Experience of working with children and young people		
Personal Attributes		
Professional image, manner and approach	Essential	Application form, Interview, Professional references
Reliable and trustworthy		
Resilient and enjoy working with children including those whose behaviour may challenge		
Honest, sense of responsibility and confidentiality		
Flexible approach to duties and working hours		
Able to use initiative and use problem solving skills		
Able to be adaptable and be flexible to respond to regularly changing requirements		
Willing to attend further courses and training as necessary including First Aid or willing to undertake a 3 day course		
Other		
Applicants will be required to undergo child protection screening appropriate to the post, including checks and references with past employers, the Disclosure and Barring Service (DBS), health assessment, qualifications and legal entitlement to work in the UK	Essential	Checks and clearances