

Minibus Driver

JOB DESCRIPTION AND PERSON SPECIFICATION

Location

To work at Pakefield High School, Lowestoft, Suffolk

Salary

Scale B

Hours of Work

10 hours per week -
38 weeks per year (Term time only)

Core Purpose

To safely transport pupils and staff to and from a variety of locations, ensuring the safety of passengers and other road users at all times. You will hold a current, clean UK driving licence which enables you to drive a minibus.

Reporting Lines

- Line managed by the Assistant Head - Inclusion & Vulnerable Care.
-

Key Responsibilities

Health and Safety

- To undertake the safe transportation of passengers and/or equipment to various locations in the school minibus, or other vehicles as required, adhering to traffic law at all times.
- Responsible for the health and safety, comfort and welfare of students and staff.
- To carry out regular vehicle safety checks, fueling and basic maintenance and cleaning duties accordingly.
- To carry out pre-journey safety checks before every journey.
- To ensure the minibus is clean and roadworthy before and after use.
- Ensure emergency equipment such as fire extinguishers, hammers and first aid boxes are appropriately stocked and stored in the allotted places.
- To work within health and safety guidelines and any other guidelines as required and issued.
- Ensure students and staff safely enter and exit the minibus.

- Adhere to relevant Health and Safety guidelines for minibus drivers as supplied by the School or Trust.

Record Keeping and Administration

- To support the site manager and Head's PA in ensuring all mileage logs and other paperwork relating to the school vehicle fleet is kept up to date and accurate.

Training

- To attend any relevant training courses as identified as required. To maintain a full, clean, complete driver's licence which allows the driving of minibus.

Safeguarding

- To support the school's ethos and ensure safeguarding requirements are adhered to at all times.
-

Other Opportunities

- Play an active role in school life and make a positive contribution to the ethos of the school.
 - Actively participate in whole school CPD.
 - Perform additional duties and tasks required for the effective operation of the school.
-

Variations

- As a member of the staff of the school the post holder must respect confidentiality and act at all times in the interests of the good name of the school and the health, well-being and good progress of its students. Staff must also display personal standards at work and in the local community that are fitting for a person associated with the education of young people.
- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the school, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Driver's licence with no more than 3 endorsement points and held for more than 2 years. • Willingness and ability to complete successfully the Minibus Driver Assessment and a Driver's Occupational Health assessment prior to driving any school vehicle. Please note: Any offer of employment is subject to successfully obtaining this qualification and this assessment will be arranged prior to any commencement of driving duty. 	<ul style="list-style-type: none"> • First Aid training/training in specific medical procedures.
Experience	<ul style="list-style-type: none"> • A competent driver • Experience of carrying out vehicle checks and basic maintenance • Experience of following stringent guidelines to keep oneself and others safe. 	<ul style="list-style-type: none"> • Professional driving experience • Experience of driving a minibus/large vehicle including passengers
Knowledge and Technical Skills	<ul style="list-style-type: none"> • Record of good time management skills and ability to prioritise work effectively. • Reading, writing and numeracy skills. • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels. • Professional approach to duties and presentation. 	<ul style="list-style-type: none"> • Experience of working in an educational environment. • Knowledge of Child Protection and Health & Safety legislations and procedures.
Personal Attributes	<ul style="list-style-type: none"> • Honest and reliable • Able to show initiative and work proactively to ensure the smooth running of services provided at all times. • Polite and courteous to members of the public, staff and students. • A helpful, calm and organised manner. 	<ul style="list-style-type: none"> • Able to work flexible hours.
Equal Opportunities	<ul style="list-style-type: none"> • A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity. 	
Safeguarding	<ul style="list-style-type: none"> • An understanding or willingness to learn of up-to-date safeguarding requirements and best practice. 	
Other Requirements	<ul style="list-style-type: none"> • An understanding or willingness to learn of data protection. 	

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.