

JOB DESCRIPTION

Job Title	Minibus Driver
Band/Job Group	Band B
Hours/Weeks	25hrs per week - 6.30am – 9.00am and 3.00pm – 5.30pm (Flexible)
Special Conditions	Term Time Only plus 1 day
School	Albright Education Centre
Responsible to	Head Teacher

Job Summary:

- To safely transport students to and from school, educational visits and sporting activities and collecting them punctually. Act as an ambassador for the school, ensuring at all times that you promote and act in accordance with the school's values and ethos.

Additional duties and responsibilities

1. To provide a reliable safe service to children and staff for educational visits, sporting activities and extended school visits. Ensure each passenger is comfortably and securely seated including securing wheelchairs if necessary and ensuring that all accesses are clear.
2. To undertake routine maintenance on minibus, eg checking water, tyre pressures, oil, mirror and window cleaning.
3. To ensure that the minibus is left clean and tidy after each use.
4. To ensure the minibus is adequately fuelled for each journey.
5. Collect and drop off students, in particular students with SEN, at designated locations and times.
6. To record and monitor mileage and any faults before and after every trip.
7. Report any accidents / incidents to the Senior Leadership Team and complete appropriate paperwork and also produce written reports.
8. To ensure the safety and welfare of staff and service users by complying with the appropriate Health and Safety Regulations and the employment of safe working practices.
9. Ensure the first aid box is checked, the contents are in date & replenished regularly.
10. Ensuring signs inside the bus are properly attached and in good condition.

11. Such other duties as may be allocated from time to time.
12. To comply with the relevant policies and procedures of the school.
13. To undertake training appropriate to the post as required.

Special conditions:

14. Medical – appointments will be subject to an occupational medical.
15. Any other duties as may be appropriate to achieve the objective of the post to assist the Department in the fulfilment of its objectives, commensurate with the potholder's grade, abilities and aptitude.
16. To participate in the operation of the Council's Personal Performance Development Scheme.
17. It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
18. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
19. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

PERSONNEL SPECIFICATION

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Sickness Absence and Disability	<p>A good attendance record. Candidates should have less than 3 absences in the last 6 months or not more than 6 days absence in the last six months, or should not have been absent for more than six consecutive weeks over the 6 months period prior to the closing date for the post.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Qualifications	<p>The successful candidate will be required to undertake a driving assessment and hold a D1 or D1-101 restricted licence or hold a B car licence and have 4 years minimum regular driving experience, ideally in a minibus.</p> <p>A First Aid Certificate or prepared to undertake the qualification.</p>
Experience	<p>Previous experience in a similar role would be an advantage but more important is a flexible approach to work, an ability to relate well to children and young adults and an ability to comply with the schools policies and procedures.</p> <p>Previous experience of working in a school environment would be an advantage.</p>
Training	Willing to attend relevant training as and when required.
Special Knowledge	<p>Understand and comply with all health and safety, equal opportunities and other policies in the performance of their duties.</p> <p>Understands procedures such as lone working procedures and responsibilities.</p> <p>Be able to recognise and to deal with emergency situations.</p>
Circumstances	<p>The role will involve some evening work (after school) and occasional weekend work.</p> <p>Ability to work when the school is open.</p> <p>Willingness to work flexibly to meet the requirements of the post.</p> <p>It is essential that you do not have any drink driving convictions.</p>

Disposition	<p>Be self-motivated and able to work independently, effectively and part of a team.</p> <p>Flexible approach.</p> <p>Patience and understanding.</p> <p>Be able to relate well to a wide range of people.</p> <p>Ability to maintain student / staff confidentiality</p> <p>Establishing and maintaining effective working relationships with parents, staff and students.</p> <p>An ability to use initiative and work autonomously and as part of a team.</p> <p>Be punctual, professional and set a good example to young people in our care.</p> <p>Be committed to the well-being of students of all abilities in a multi-cultural setting.</p>
Practical and Intellectual Skills	<p>Good communication skills.</p> <p>Ability to communicate effectively both verbally and in writing.</p>
Legal Requirements	Enhanced DBS Check for Regulated Activity