

Sandwell Home and Hospital Tuition Service
Albright Education Centre
South Tipton Campus Site, Alexandra Road, Tipton DY4 7NR
Tel: 0121 533 5806

School Minibus Driver – Part Time
(25 hours - 6.30am – 9.00am and 3.00pm – 5.30pm - flexible)
Permanent – Band B, £12.45 per hour
From April 2025

Albright Education Centre is a progressive and vibrant learning community that focuses on raising the aspirations and potential of every pupil at the school. We are seeking to appoint a reliable and conscientious Minibus Driver to transport students to and from the centre and other trips as required. The role may occasionally involve some after school work and weekend work. It is an exciting opportunity for someone to work alongside our specialist staff team.

The successful candidate will:

- Carry out and record the daily/weekly inspections of the school bus, prior to all journeys.
- Clean the minibus inside and out.
- Ensure the minibus is made available for all periodic inspections, servicing and other such times as required by the school, e.g: trips etc.
- Drive the school bus in an appropriate manner with due regard to safety and speed limits.
- Supervise students on the school bus to ensure safety (including checks to ensure seatbelts and headrests are being used appropriately and that the students remain in their seats at all times).
- Support of the school behaviour policy and report any incidents or unsatisfactory behaviour to the Senior Leadership Team.
- Be able to communicate clearly, considerately and courteously, using agreed school protocols, with parents of pupils on the bus to ensure efficient and safe practice.
- Collect and drop off students at designated locations and times.
- Complete any other relevant and appropriate occasional duties that may be required by the school, agreed beforehand.
- Be required to undertake Level 1 Safeguarding and First Aid Training.

Overtime may be available for other school trips/events but must be authorised by the Head Teacher. (Sick and holiday pay are in accordance with statutory requirements).

The school provides a continuation of education for pupils who, due to medical, psychological or psychiatric difficulties, are unable to attend their mainstream school.

All staff are offered Continued Professional Development opportunities to suit their needs.

For job description, personnel specification and an application form please visit the service`s website:
www.albrighteducationcentre.co.uk

To apply for this position please e-mail your application form to:
Rkelly1@albrighteducationcentre.co.uk

Closing date for applications is Friday 31st January at 12.00 noon.

Shortlisting will be: Friday 31st January and Interviews will be held on Friday 7th February.

To arrange a visit to the centre email the Head Teacher rkelly1@albrighteducationcentre.co.uk

Due to the high volume of applications we receive if you have not heard from us within 8 working days from the closing date please consider your application unsuccessful on this occasion.

The staff and management committee of Albright Education Centre are committed to protecting and safeguarding all their pupils to ensure, as far as possible, that they are free from harm. As part of the safeguarding process, the successful candidate **must have full enhanced DBS clearance to work in the school** and will not be able to take up their appointment until cleared by Sandwell MBC.

A copy of the school's Child Protection Policy is available on the school website.

Sandwell Home and Hospital Tuition Service welcomes applications from all sections of the community irrespective of race, colour, gender, sexual orientation, age or disability.