



Job Description

JOB TITLE:	Minibus Driver
SCALE:	2
HOURS:	Relief/Casual contract which means the hours will depending on the needs of the school
RESPONSIBLE TO:	Headteacher

Purpose of job:

- To support children's learning and development by transporting the children safely to and from trips and extra curricular activities, for example swimming
- To share in the care and wellbeing of the children throughout the school

Duties:

- Drive the minibus in accordance with the Rules and Regulations of the Highway Code to maintain pupil, staff and public safety whilst on the highway
- Be responsible for the health and safety, comfort and welfare of pupils and staff whilst being transported in the vehicle
- Assist pupils on and off the vehicle, using the steps, ensuring all children are kept safe and accidents are prevented
- Throughout the journey ensure that pupils remain seated, stopping when necessary to ensure that the safety of pupils and staff is maintained at all times
- Refueling vehicles as required
- Working within health and safety guidelines and other guidelines that may be issued from time-time
- Carry out vehicle check prior to you driving the minibus and reporting any vehicle defects, faults, incidents and accidents
- To attend staff training as appropriate
- Any other duties within the scope of this function as directed by the Headteacher

Other Responsibilities

To undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

Communications

Using a command of spoken English that is sufficient to effectively carry out the duties of the role and liaise verbally and in writing with parents, pupils, governors, agencies and other organisations.

The postholder shall ensure the duties of the post are undertaken with due regard of the School's Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The postholder shall carry out these duties with due regard to the School policies, procedures and priorities.

All Connect Education Trust Staff Will:

- Promote equality of opportunity
- Follow Safeguarding Guidelines and Child Protection policy/procedures
- Contribute to producing/delivering priorities in the School Improvement Plan

- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth day to day running of the Trust
- Be committed to achieving the school values
- Work to develop the school as a successful inclusive Trust
- Respond promptly to concerns from parents, staff or students
- Promote the Trust in the community
- Work in partnership with all colleagues including the Local Governing Board
- Support codes of professional ethics/safe practice in the staff code of conduct
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

All Connect Education Trust Schools are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within the Connect Education Trust are expected to share this commitment.

This job description summarises the purpose and responsibilities of the role; it is not an exhaustive list of tasks that may be necessary and undertaken in order to achieve this purpose. The purpose and responsibilities can be varied from time to time at the discretion of the Trust, in consultation with the role holder.



Person Specification

Under DVLA and Trust regulations the successful candidate must have:

Essential criteria

- Enhanced DBS check
- Hold a current driving license with no more 6 penalty points. If a driver has less than 6 points, the driver may still be precluded if the points are for dangerous driving
- Category D1 on current driving license
- Experience of driving a minibus or similar vehicle

Desirable criteria

- First Aid Certificate or willingness to obtain

Applicants called for interview should note that the interview itself (and/or any additional tasks to be performed, if applicable) will, as appropriate to the role:

I. Focus on the requirements to carry out the duties of the job, as described

II. Explore issues relating to the safeguarding and promoting the welfare of children, including:

- *Motivation to work with children and young people*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people*
- *Emotional resilience in working with challenging behaviours*
- *Attitudes to use of authority and maintaining discipline.*

III. Be used to explore any relevant issues arising from references received

The successful applicant will be required to undergo training vehicle familiarisation and will be required to carry out an additional medical and driving assessment.