



## ROLE SPECIFICATION

### MINIBUS DRIVER – PART TIME

#### Context

Morrison's Academy is a friendly, family-oriented day school in the heart of rural Perthshire. Generations of Morrisonians have benefited from the school's rich blend of academic, artistic and sporting experiences, going on to make their mark on the world as Olympic athletes, groundbreaking scientists, award-winning actors, adventurers, politicians and professionals. Our long tradition of academic success in boys and girls from 3 to 18 continues today with a contemporary Scottish curriculum and a programme of independent, child-centred learning that builds emotional intelligence, creativity and life skills, and encourages every child to strive for their highest. Our school roll of over 450 young people and over 100 staff are all active members of the local community, and we all know and support one another, working together as a team to put pupils and parents first. We embody this culture in everything we do, delivering excellence in teaching and nurturing the individual to encourage every child to flourish.



Our young people are a delight to teach, and the staff and governors are helpful and supportive. Crieff is a vibrant community in a beautiful part of the country, at the gateway to the Highlands and in easy reach of the Central Belt. The Morrison's family is friendly and progressive; we have high expectations of one another and the confidence to encourage innovation.

We are committed to the career-long professional learning of all our staff. Our programme of Performance Reviews and generous CPD budget promotes continuous improvement within and beyond the classroom, with plenty of scope for colleagues to pursue interests and specialisms.

## **PART TIME MINIBUS DRIVER**

### **Role**

The post holder will be responsible for driving the school minibus during term time. There may be a need for driving the minibus on an ad-hoc basis.

### **Qualifications**

#### Essential

- Full UK driving licence
- Classification D1 on driver's licence
- 5 Years qualified driving experience

#### Desirable

- No penalty points on licence
- CPC Trained

### **Reports To**

The Transport Supervisor

### **Hours of Work**

10-15 hours per week as required to carry out driving duties. This role does, however, occasionally require a degree of flexibility to meet 'ad hoc' pupil transport requirements. Any extra hours worked will attract additional payment at the standard rate.

### **Leave Entitlement**

The post holder will be entitled, without loss of remuneration, to all normal school holidays as published in the School calendar.

### **Salary Scale**

Salary will be calculated on an hourly rate in relation to an annual salary at Point 10 on the SJCLGE scale appropriate to the skills and experience of the post-holder.

## **The School Minibus Driver's principal tasks shall be :**

1. To be the main driver of the school minibus and to deliver children to and from school on a daily basis during term time.
2. To ensure that the school minibus is kept in good working order and to report any defect as soon as possible.
3. To ensure that the minibus is kept clean both inside and out.
4. To ensure that the various fluid levels are regularly checked and topped up as and when required.
5. To ensure that the fuel levels are checked and maintained at a sufficient level for its daily requirements.
6. To comply with the individual responsibilities imposed by the Health & Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations (1999) and to co-operate with Management to promote a positive attitude towards Health & Safety at Work taking all reasonably practicable steps to prevent personal injury or injury to others.

## **Working Conditions**

The nature of this role necessitates working in both indoor and outdoor environments.

This role specification is intended to convey a broad outline of the position and responsibilities of the School Minibus Driver. It is not definitive and will be mutually reviewed on an annual basis as a normal aspect of the personal review and development process.

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