



Job Description

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Role Title	Typically reports to	
Driver	Headteacher or designated member of staff	
JE Code	Grade	Date of profile
G217	4	February 2018
Purpose of the role (job statement)		
To drive and be responsible for allocated vehicles and any clients, goods and equipment being transported		
Main Duties:-		
<p>The main duties attached to the post of Driver will include: -</p> <ul style="list-style-type: none">• Ensure regular checks on designated vehicle(s)• Ensure regular routine maintenance (for example oil and water checks) on designated vehicle(s)• Ensure cleaning of allocated vehicle(s), both interior & exterior• Have direct responsibility, in accordance with education practice, for any clients, goods and equipment transported while driving a designated vehicle(s)• Ensure the safety of clients, goods and equipment transported within designated vehicle(s)• Assist in the loading & unloading of clients, goods and equipment for transportation within designated vehicle(s) using where necessary mechanical aids• To stop at predetermined pickup points for clients, goods and equipment that will be assigned from time to time.• Completion of any associated paperwork• Whilst not driving, to undertake any ancillary duties appropriate to the grading of the post		
Responsibilities:-		
<ul style="list-style-type: none">• Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security,• Confidentiality and data protection, reporting all concerns to an appropriate person• Be aware of and support difference and ensure equal opportunities for all• Contribute to the overall ethos/work/aims of the school• Appreciate and support the role of other professionals• Attend and participate in relevant meetings, as required• Participate in training and other learning activities and performance development, as required.		