

Job Description

Post Holder:	Friesland School
Job title:	Site Operative / Minibus Driver
Responsible to:	Site Manager
Salary / Grade:	Grade 4, Points 18-21
Working hours / weeks:	37 hours per week (7 hours 20 minutes per day), Monday to Friday 2pm to 10pm with 40 minutes break each day, 52 weeks per annum
Core purpose:	To provide caretaking, security, maintenance, cleaning and minor repair work to the whole site and to drive the School Minibus as directed by the Site Manager for school trips

Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Key responsibilities:

Security:

Ensure the security of the school and unlock/lockup the school as appropriate. Set/deactivate the alarm system as appropriate and be on the emergency call-out list.

Maintenance:

To help see that the school is maintained in excellent condition. This will involve the following activities:

1. Minor Repairs: To doors, locks, hinges, furniture, carpets, repointing walls.
Minor repairs to walls.
2. Cleaning: Windows inside and ground floor windows outside.
Shampoo, vacuum carpets.
Clean floors.
Clean walls.
Clean worktops/tables & chairs.
'Deep' cleaning toilets.
Litter picking / emptying bins.
Changing rooms to be cleaned after use- sometimes to be used again immediately

3. Improvements: Decorating / repairing walls.
Installing pin-boards or wallboards.
Installing shelving.
Assembling furniture.
4. Lifting/carrying: Moving furniture
5. Astroturf/Grounds Supervise the use of the Astroturf and lock/unlock accordingly.
Groom the surface using a small vehicle.
Use the vehicle to collect litter from grass areas.
Use the petrol driven leaf blower when necessary.
Use the petrol driven litter collector around the School site.
Use any other piece of equipment (after training) which may be purchased in future to maintain the site.
6. Use of Scaffold Tower: Some of the above tasks will require the use of the scaffold tower. Training will be arranged (PASMA).

Lettings:

1. To prepare for and clear up after any lettings.
2. To provide assistance to hirers if required.
3. To ensure that hirers comply with the conditions of the 2003 Licensing Act (guidance given).
4. To ensure that hirers observe the Schools Health & Safety Policy.

Driving:

1. Operating one of the mini buses during approved visits.
2. Ensuring that the minibus is kept clean and in good condition during the visit.
3. Visual inspection/checking of tyres, lights, oil, water, fuel prior to the journey.
4. Ensuring that journey log is completed and any faults are communicated immediately
5. To work in other areas as required following agreement with your line manager.
6. Adhere to all policies including Health and Safety guidelines for minibus drivers to drive safely and adhere to all transport legislation.
7. Be a role model, acting with honesty and integrity, promote pride and expectation and be accountable for achieving the highest possible standards in work and conduct at all times.
8. To ensure confidentiality and discretion at all times.
9. To be fully conversant with and carry out your duties & responsibilities in line with all agreed policies, working practices and procedures.
10. To ensure the health, safety and welfare of site users at all times and comply with all health and safety legislation and guidance relevant to the post holder's area of operation.

Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

Core Values:

Respect for individuals:	We work together to create a culture based on trust, respect and dignity.
Integrity:	We are open, honest and direct in our dealings.
Collaboration:	We know that there is strength in working together, communicating, sharing ideas and best practice and finding more efficient and effective ways to deliver our objectives.
Continual improvement:	We are a learning organisation that strives always to 'make our best better'.
Accountability:	We hold ourselves accountable and take ownership.

PERSON SPECIFICATION

Role: Site Operative / Minibus Driver		E/D	A	I
Qualifications and Training				
1	Has a full UK category driving licence	E	✓	
2	Is a current minibus licence holder	D	✓	
Experience				
3	Experience in any of the following trades: caretaking, plumbing, building maintenance, carpentry, masonry or painting and decorating	E	✓	✓
4	Has experience of vehicle maintenance	E	✓	✓
5	Has experience of providing support for different stakeholders	D	✓	✓
6	Has experience of transporting children	D	✓	✓
Knowledge and understanding				
7	Has a good basic knowledge of transport legislation	E	✓	
8	Understands the issues associated with effective arrangements for student travel.	E	✓	✓
9	Has a good understanding of the Health and Safety and maintenance issues associated with school minibuses and general transport	E	✓	✓
Skills and abilities				
10	Is able to work independently and autonomously.	E		✓
11	Is able to prioritise own work to meet deadlines.	E		✓
12	Is numerate, literate and has sound basic ICT skills.	E	✓	✓
13	Has the ability to liaise with and communicate with a range of different stakeholder in different ways.	E	✓	✓
14	Well organised	E		✓
Personal attributes				
15	Can demonstrate the ability to work well as a team member.	E	✓	
16	Enjoys the company of young people and others typical of those one would expect in a school.	E		✓
17	Gets on well with children and adults	E		✓
Other				
18	A commitment to uphold and promote equality of opportunity	E		✓
19	Demonstrates an understanding of Safeguarding issues relevant to the post	E		✓

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview

Date: July 2018