



## CAMBORNE SCIENCE AND INTERNATIONAL ACADEMY

### JOB DESCRIPTION

<b>Department:</b>	School Based
<b>Job title:</b>	Driver
<b>Grade:</b>	D
<b>Responsible to:</b>	Finance Manager
<b>Direct supervisory responsibility:</b>	None
<b>Indirect supervisory responsibility:</b>	None
<b>Important functional relationships:</b>	<u>Internal:</u> Principal, Senior Leadership Team, staff, pupils, Governors.  <u>External:</u> Parents, Cornwall Council departments, visitors to the school.

#### **Main purpose of job:**

To convey children/pupils between home and school at the start and end of the school day and in relation to school trips and other journeys. To be responsible for pupils' personal belongings, including mobility aids where appropriate whilst in transit.

#### **Main duties and responsibilities**

1. To drive or escort children/pupils, providing personal and physical assistance as required during the course of journeys.
2. To appropriately supervise pupils during boarding/alighting vehicles and during the course of the journey so as to ensure safety and security during the course of all journeys.
3. To ensure pupils are transported in a safe manner and that seat belts are used where appropriate.
4. To undertake general driving duties associated with other school activities, ie: deliveries, collections etc.
5. To attend to the routine maintenance of the allocated vehicle (ie: oil, water, fuel etc).
6. To undertake routine cleaning of the allocated vehicle as requested.
7. To undertake routine checks of the allocated vehicle to ensure its suitability for driving prior to all journeys.
8. To report any mechanical concerns/defects/breakdown etc to the Finance Manager and assist in arrangements for repairs.

9. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
10. To maintain confidentiality of information acquired in the course of undertaking duties for the school.
11. To be responsible for your own continuing self-development, undertaking training as appropriate.
12. To undertake other associated duties appropriate to the grading of the post as required.

### **Optional Clauses**

1. To provide personal and physical assistance in relation to pupils with special needs.
2. To assist and support teaching staff with regard to controlling pupils with complex behavioural problems.

Date prepared: May 2012

Name:

Signed:

Date:

Name:

Signed:

Date:

## PERSON SPECIFICATION

**Job Title:** Driver

**Department:** School-based

Attributes	Essential	Desirable	How Identified
<b>Relevant Experience</b>	Experience of routine vehicle maintenance.	Experience of passenger transport from within a school/college environment.	Interview  Application form
<b>Education and Training</b>		First aid training.	Interview  Application form
<b>Special Knowledge and Skills</b>	Good interpersonal skills.  Awareness of health & safety issues.  Awareness of the needs of pupils.	Knowledge and awareness of areas local to the school.	Interview  Application form
<b>Any additional factors</b>	Full and clean driving licence, must have Category D1.  Flexible, trustworthy, reliable, punctual and approachable.  Comfortable with children and young people.  Acceptance of different attitudes.  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview  Application form