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| **Job Title:** | School Vehicle Driver: **ALWOODLEY GATES** |
| **Location:** | The Grammar School at Leeds, Alwoodley Gates.  May be asked to assist at Rose Court, Headingley on occasion. |
| **Hours/Shift Patterns** | 42 Hours per week Term time plus 20 days on a three week shift pattern two weeks of 33 hrs and on week of 60 hours.  Monday to Friday, but will include some Saturdays on a rota basis.  Additional hours available as required. |
| **Salary** | £19,656 basic per year (pro rata £16579.08.) Additional hours are available.  Plus:Statutory pension scheme, Uniform, Free onsite parking, subsidised refectory. |
| **Relationships** | Directly responsible to: The General Manager.  Direct working relationship with: The Transport Manager/CPC holder. |
| **Summary of Duties and Responsibilities:** | Drive the school vehicles in accordance with the legal requirements and GSAL Transport procedures.  To communicate with all pupils, staff, parents and other customers in a concise, respectful and helpful manner.  To follow all legislative requirements concerning drivers hours regulations, including the use of tachograph when appropriate.  To report any incident immediately to the General Manager.  To ensure that all fare collecting equipment is operational and working at optimum efficiency.  To assist in the promotion of the GTL transport brand whenever possible.  To keep your designated vehicle clean and tidy at all times. To report promptly any faults or failures and make the vehicle available for repair.  To present yourself in a smart and professional manner in the issued uniform; ensuring that a professional approach is maintained at all times.  To develop and maintain a strong team approach to working with ALL colleagues and other drivers.  To assist and work within the wider school estates team as driving hours permit. This could include duties such as, but not exclusively: transportation of goods and furniture, room layouts for functions, briefings, classes and examinations.  General maintenance of school grounds including snow and ice clearing, carrying out general DIY maintenance tasks as skills allow, including painting, small joinery/building works, changing lamps, take deliveries into school or to school satellite site as required.  Take part, as directed, in training on equipment, materials, H&S and any other procedure required for you to fulfil your principle duty.  Comply with statutory and school policy hygiene regulations & recommendations including safe handling and storage of cleaning materials.  Carry out your duties with due regard to your and others safety.  To work within the estates unit, flexibly as part of a multi tasked team in support of the effective and efficient operation of the school premises.  Any other duties commensurate with grade and post as directed by the General Manager, Operator Licence Holder and/or Director of Estates. |

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| **Qualifications & Attainments**   1. Category D driving licence – essential. 2. Current Driver CPC Qualification – essential. 3. Literacy and Numeracy at level 2.   **Experience & Knowledge**   1. Previous experience within a similar role. 2. Previous experience of working in a similar environment, 3. Understanding of General Health & Safety requirements. 4. Full CPC/Traffic Management qualification (advantageous).   **Skills & Qualities**   1. Show commitment to providing excellent customer service. 2. Ability to work on own initiative and as part of a team. 3. Good communication skills. 4. Some DIY skills and competency ( advantageous but not essential)   **Personal Qualities**   1. A strong team player. 2. Friendly, approachable and polite. 3. Ability to keep calm and work under pressure. 4. Openness to new ideas and practices. 5. Flexible, adaptable with a Can do Attitude. 6. Smart in appearance at all times.   **Values & Ethos**   1. Committed to child protection and the promotion of a safe environment for children and young people to learn in.   **Work Circumstances**   1. Role will involve working flexibly this may require changing shift on occasions to support colleagues. 2. Role may involve physical activity. |