# **JOB DESCRIPTION**

## Job Title: Driver

## Pay Range: A1 / A3 SCP 8 – 13

## Hours 7 hours per week, Term time only

**Responsible to:** Site Manager

## Role:

Under the direction / instruction of the Site Manager and / or appropriate senior staff, drive the academy minibus as required. This will include some split shifts, as and when required.

**DUTIES:**

**Driving**

* Drive the academy minibus
* Be responsible for small groups of students whilst driving the minibus
* Complete documentation on daily inspections of the minibuses
* Be responsible for the routine cleaning of the minibuses
* Ensure all test certificates are kept up to date.
* Ensure the maintenance of a clean and orderly working environment
* Timely and accurate preparation of routine equipment / resources / materials as set out in instructions
* Undertake basic record keeping as directed
* Report faulty equipment and other maintenance requirements to the appropriate person
* Ensure lights and other equipment are switched off as appropriate

**Responsibilities**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* Contribute to the overall ethos / work / aims of the academy
* Appreciate and support the role of other professionals
* Attend relevant meetings and training as required
* Participate in training and other learning activities and performance development as required
* Treat all users of the academy with courtesy and consideration
* Present a positive personal image, contributing to a welcoming academy environment which supports equal opportunities for all
* Comply with health and safety policies and procedures at all times
* Promote and ensure the health and safety of students, staff and visitors (in accordance with appropriate health and safety legislation) at all times.

## Any Special Conditions of Service:

## There is a requirement to submit to an enhanced DBS check. There will be a need to work outside of hours and off academy premises, as required by the academy. A no smoking policy operates throughout the school and its environs, including the minibus.

**Person Specification**

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| --- | --- | --- | --- |
| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Physical | * In good health * Excellent record of attendance |  | * Application * References |
| Qualifications | * MIDAS trained |  | * Application * References |
| Experience |  | * Working with young people and families * Working in a public services environment e.g. Police Force | * Application * References * Interview |
| Continuous Professional Development | * Evidence of commitment to personal CPD |  | * Application |
| Personal Qualities | * A passion for education and making a difference * Excellent communicator * Effective team member * Drive and determination * Ambition * Energy, enthusiasm, sense of humour |  | * Application * References * Interview |

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.