



The Coleshill School: A Business and Enterprise Academy



JOB DESCRIPTION – MINI-BUS DRIVER

Job Title:	Mini-Bus Driver
Reports to:	Site Manager
Grade:	Grade D, Points 10-13
Contract:	Fixed Term Contract: initially (01/09/2017 to 20/07/2018) Part Time – 5 days per week (Monday to Friday) Term Time Only
Hours:	7.30 am to 9.00 am and 3.00 pm to 4.30 pm
Disclosure Level:	Disclosure Barred Service – Enhanced Certificate

Job Summary:

The post involves minibus driving, collecting students from another local school before school and returning them at the end of the school day.

Responsibilities:

To drive the school minibus, ensuring the safety and safeguarding of students at all times.

Main Duties:

Minibus

- Minibus driving of students to and from school as required
- Carry out daily checks of minibus to ensure safe and ready for use

Other

Show flexibility and a willingness to undertake other tasks of an ad-hoc nature that are not specifically detailed in the job description but contribute to the smooth running of the school
Any other duties as requested by the Site Manager or School Business Manager which are consistent with the purpose of this post

Flexibility:

In order to deliver services effectively, a degree of flexibility is needed and the postholder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

Some flexibility to the above hours is required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the grade and job title.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Post subject to Enhanced Disclosure Barring Service**

I accept the terms and conditions of the Job Description.

Signed: _____

Date: _____

June 2017