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**Job Description**

**Job Title:** Caretaker Assistant and Bus Driver  **Reports to:** Headmistress

**JOB PURPOSE**

The Caretaker Assistant and Bus Driver assists in the safe and pleasant transportation of the pupils enrolled in the School minibus system. S/he also assists with Maintenance tasks and duties. This role requires a committed, enthusiastic and efficient person. This person will enjoy working with pupils and always present as a friendly helpful individual who is capable of relating and corresponding with parents as part of the role.

**RESPONSIBILITIES**

**Caretaking duties**

* Take responsibility for all Health & Safety regulations within the School, ensuring they are adhered to and the School is compliant
* Assist in any duties on school site as directed
* Assist the School Caretaker on site as and when directed with general duties such as painting and decorating, gardening and minor electrical tasks etc.
* Attend all scheduled staff meetings, team meetings and training as required

**Bus Driver duties:**

* Ensure the safety and well-being of children being transported to and from school
* Help children board the bus safely
* Assure that you as the driver are not distracted from the safe operation of the vehicle
* Help pupils get off the bus and into the custody (only) of those individuals authorised to receive them
* Ensure the mini bus is driven safely within permissible speed limits
* Follow and ensure mandated pupil restraint devise procedures, ensuring children are properly positioned and restrained and use the seat belts provided
* Ensure the vehicle is safe to use and keep all emergency exits clear of obstruction
* In the event of an accident or emergency, assure the safe evacuation of pupils and any adult passengers
* Report accidents to the School and police
* Report any traffic violations incurred to the Deputy Head and/or Headmistress
* Carry out weekly checks on the bus
* Refuel the vehicle as and when required, using the fuel card provided
* Ensure the interior of the vehicle is clean and safe at all times
* Ensure that no pupils is left unsupervised on the bus
* Maintain yearly MOT and servicing of the vehicle
* Contact the breakdown services should the need arise and inform the School
* Carry our evacuation drills in collaboration with the designated staff
* During the day, provide transport to pupils to and from events/timetabled external lessons

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| **SAFEGUARDING**  APG is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you are expected to share this commitment. The protection of our students’ welfare is the responsibility of all staff within APG Schools and individuals are expected to conduct themselves in a way that reflects the principles of our organisation. |

**Hours**

9.30am to 6.30pm, Monday to Friday.

Job Holders signature: Date:

Manager’s signature: Date:

***This job description is correct at the time of issue but all jobs within the school evolve over time and their features vary from year to year****.*