

## School Minibus Driver

**Contract:** Permanent

**Working Hours:** Part time, Term-Time Only

<p><b>Job Purpose</b></p>	<p>We are seeking a reliable and responsible Minibus Driver to transport pupils to School on specified routes, ensuring that they are safely collected from designated pick up points within Reading and the surrounding areas and dropped off to school. Occasionally the postholder may be required to drive the minibuses for school trips or events.</p> <p>Working 07:00 to 08:45 am Monday – Friday during term time.</p> <p>The successful candidate must hold a clean and valid category D1 driving licence, be over 21 years old for insurance purposes and have a minimum of two years of driving experience.</p> <p>Salary: Up to £14.50 per hour (depending on experience)</p>
<p><b>Accountable to</b></p>	<p>Head of Operations</p>
<p><b>Main Duties and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• To follow the route for each driving job</li> <li>• To follow the procedures of the School Minibus Policy and Minibus Risk Assessment</li> <li>• To maintain high driving standards</li> <li>• Follow and attend any training provided by the School.</li> <li>• All such other duties that may be required within the scope of the post, including but not limited to, liaising with Operations and Reception staff regarding minibus lists and schedules</li> <li>• Be responsible for ensuring the vehicle is clean and that fuel is sufficient for journeys</li> <li>• Willing to assist in other driving work as requested, where overtime will be paid</li> <li>• Complete the Minibus safety check before and after each journey</li> <li>• Ensure pupils follow the School travel code of conduct at all times and comply with Health &amp; Safety regulations (e.g. wearing a seatbelt)</li> </ul>

<p><b>Person Specification</b></p>	<ul style="list-style-type: none"> <li>• Set an excellent example to pupils you work with, in your appearance and personal conduct</li> <li>• Have high expectations of pupils' behaviour, academic and social abilities</li> <li>• A proven track record of good attendance at work</li> <li>• Able to work effectively with little supervision</li> <li>• Good verbal and written communications skills</li> <li>• Able to deal with complaints/enquires in a positive manner</li> <li>• Polite and courteous, calm and patient when under pressure</li> <li>• Co-operative with other employees, pupils, parents and visitors</li> <li>• Able to show initiative and work proactively to ensure the smooth running of the services provided at all times</li> <li>• Excellent driving ability</li> <li>• Understanding and respect for traffic laws</li> <li>• Knowledge of local area, especially regular driving routes.</li> <li>• Good verbal communication skills for interacting with students, staff and parents</li> <li>• Vehicle safety knowledge for performing minibus inspections and safety checks to ensure the vehicle is always roadworthy</li> </ul>
<p><b>Review and Amendment</b></p>	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review. It may be adapted to best fit the skills and needs of the appointed candidate.</p>

*Crosfields School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. For further information, please see here [Guidance on the Rehabilitation of Offenders Act 1974](#).*

*As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented at interview as detailed on the application form.*

*Crosfields School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening, including checks with past employers, online checks and the Disclosure and Barring Service. Further information on our recruitment processes can be found on our website: [Crosfields School Recruitment Policy](#).*