



## Reed's School Job Description

### SCHOOL MINIBUS DRIVER

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

<b>Context of the Role:</b>	<p>The role holder will work part-time as a Minibus Driver assisting the Estates and Facilities team. The timings for the position will be 1.30pm – 7pm, Monday to Friday, term time only. This totals 27.5 hours per week.</p> <p>You will be required to transport pupils and employees of Reed's School to and from school activities, on local school bus routes and carry out airport runs. In particular, the role holder will be required to carry out an early morning school bus route, picking up students from designated pick up points. The role holder will also need to carry out general caretaking duties as required.</p> <p>The hours of work will be ad hoc to meet the needs of the varying school calendar throughout the year. The role holder will be required to work at both Reed's School and Ripley Court School.</p> <p>The postholder will have a clean driving licence, preferably with a D1 entitlement.</p>
<b>Main Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To drive a minibus, carrying pupils and/or staff of Reed's School. This will include driving pupils and staff on the local school bus routes to and from home, driving students to and from school activities and doing airport runs.</li> <li>• Visually checking the minibus prior to the start of the journey e.g. all tyres are adequately inflated and there is sufficient fuel</li> <li>• Driving the vehicle safely, with due care and attention to the traffic regulations, thus ensuring the safety of the pupils and staff on board at all times</li> <li>• Reporting any concerns with the vehicle to the Facilities manager ASAP</li> <li>• To carry out other related tasks such as the refuelling and cleaning inside and outside of the minibuses and other vehicles as required.</li> </ul>

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- Flexibility is required as the driving and timings for each day may vary.
- To attend Minibus Driver Assessment courses and pass a Minibus Driving Assessment Test.
- To carry out general caretaking duties from time to time such as delivering post and parcels and litter picking around the school
- General assistance with parking for functions around the school
- To demonstrate an understanding of Health & Safety legislation and comply with the School Risk Assessments and Safe Systems of Work for the School Minibuses Policy
- To attend Health & Safety Training courses provided by the school and any other relevant training as required.
- To undertake such other comparable duties as the Bursar requires from time to time.
- To promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
- This role will report into the Head of Security and Caretaking.

## Reed's School Person Specification SCHOOL MINIBUS DRIVER

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	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Valid and up to date driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• D1 Licence holder</li> </ul>
<b>Knowledge and Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of driving minibuses/large vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school environment</li> <li>• Local and surrounding areas road knowledge</li> </ul>
<b>Personal Competencies and Qualities</b>	<ul style="list-style-type: none"> <li>• Medically fit to drive minibuses and other school vehicles</li> <li>• Ability to maintain accurate vehicle records</li> <li>• Ability to comply with Health and Safety requirements and knowledge of safety to ensure vehicles are road worthy</li> <li>• Ability to work with minimal supervision and to specific timescales, but also an ability to work as part of a team and to form professional relationships with other colleagues</li> <li>• Be reliable, punctual and have smart appearance</li> <li>• Be adaptable and flexible in approach and professional at all times</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> </ul>	