



<b>Post Title</b>	Minibus Driver (with D1 licence)
<b>Purpose</b>	To drive the school minibus
<b>Responsible to</b>	Facilities Manager
<b>Contract Type</b>	PVH ( <i>minimum 12 hours with a possibility of up to 25 hours with an additional role</i> )
<b>School Type</b>	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16
<b>Grade</b>	Band C, SCP 3 (£10.79 per hour)
<b>Disclosure Level</b>	Enhanced
<b>Expectations</b>	<p><b><u>There is an expectation that all adults who work at Castle View Enterprise Academy will:</u></b></p> <ul style="list-style-type: none"> <li>• Create opportunities to support the Academy vision</li> <li>• Have respect and care for students and all other adults</li> <li>• Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do</li> <li>• Support the Academy uniform policy for students and echo this through professional and business-like mode of dress.</li> </ul>

<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Transport students to and from school</li> <li>• Ensure minibus has sufficient fuel for required journeys</li> <li>• Inspect mini bus before and after each journey</li> <li>• Ensure minibus is kept clean and tidy</li> <li>• Ensure students behave in an appropriate and safe manner during transport</li> <li>• Report student conduct to staff as appropriate</li> <li>• Any other reasonable requests, as directed by the Principal.</li> </ul>
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<b>Professional Values &amp; Practises</b>	<ul style="list-style-type: none"> <li>• Having high expectations of all students; respecting their social, cultural, linguistic, religious and ethnic backgrounds and being committed to raising their educational achievement</li> <li>• Treating students consistently with respect and consideration and being concerned with their development as learners</li> <li>• In line with the Academy's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment</li> <li>• Working collaboratively with colleagues as part of a professional team and carrying out roles effectively Knowing when to seek help and advice from colleagues</li> </ul>
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	<ul style="list-style-type: none"> <li>• Reflecting upon and seeking to improve personal practise</li> <li>• Working within Academy policies and procedures and being aware of legislation relevant to personal role and responsibility in the Academy</li> <li>• Recognising equal opportunities issues as they arise in the Academy and responding effectively following the Academy's policies and procedures</li> <li>• Building and maintaining successful relationships with students, parents/carers and staff.</li> </ul>
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**Person Specification**

CRITERIA	ESSENTIAL = E DESIRABLE = D
<b>Personal Qualities</b>	
A Full UK driving license (with a D1 licence)	<b>E</b>
Excellent organisational skills	<b>E</b>
Ability to communicate effectively	<b>E</b>
Attention to detail	<b>E</b>
Flexible approach to working	<b>E</b>
Ability to work under pressure	<b>E</b>
Good health and attendance record	<b>E</b>