



Durham Cathedral Schools Foundation

MINIBUS DRIVER

Line Manager: Estate Manager

Salary: Durham Cathedral Schools Foundation Scale Point X15–X23

The post holder will work as part of the estate team, to drive pupils in the school minibus

Main responsibilities include, but not limited to:

- Provide an efficient home to school service for our pupils
- Collect students from pickup points and transporting as directed
- Transporting students and faculty to activities during school hours
- Informing school authorities of any traffic hazards and other issues delaying arrival or departure times
- Checking buses have enough fuel for journeys
- Inspecting buses to ensure that the components are in good working condition and reporting potential problems to the supervisor
- Keeping bus neat and tidy
- Monitoring student behaviour and reporting any problems to appropriate school staff.
- Liaise with parents and school staff as necessary

The duties and responsibilities outlined in the job description are not meant to be definitive nor restrictive and may be modified to meet the changing needs of the setting.

Person Specification

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Hold a Driving Licence • Be able to demonstrate that you are a reliable, safe driver 	<ul style="list-style-type: none"> • D1 licence or possess a PSV/CPC;
Experience	<ul style="list-style-type: none"> • Confident Driver • Able to stay calm in a difficult situation • Respect the importance of confidentiality 	<ul style="list-style-type: none"> • Ideally you will have appropriate driving experience;
Personal attributes	<ul style="list-style-type: none"> • Creativity and enthusiasm • Exceptional people skills including interacting with children • Proactive approach and 'can do' attitude • Well organised and efficient • Flexible approach to duties undertaken and working hours 	<ul style="list-style-type: none"> • An understanding of the motivations, attitudes and aspirations of parents, children and other stakeholders aligned to/considering private education • Empathy with the ethos and aims of the independent school sector
Skills	<ul style="list-style-type: none"> • Good verbal and written communication skills • Able to follow instructions and procedures without constant supervision. • Ability to form appropriate relationships quickly. • Ability to work under own direction and as part of a team • Ability to maintain confidentiality and privacy in line with the role requirements 	<ul style="list-style-type: none"> •