

ROKEBY EDUCATIONAL TRUST LIMITED

JOB DESCRIPITON

Job Title: Part-time Minibus Driver (Mornings)

Line Manager: Premises Manager

Important functional

Relationships: Bursar/Strategic Business Leader, Premises Manager and Premises staff

Administrative Staff

Teaching Staff

Parents and Neighbours

Main purpose of the job: To work as a Part-time Minibus Driver, completing a pre-arranged route to ensure our boys are collected and delivered safely to School. Additional hours may be required due to school trips and to cover staff absence.

**Main duties & responsibilities:**

* To follow the detailed specification for each driving job.
* To follow the procedures laid down by the School for Minibus Driving.
* To ensure all Minibus route records are completed accurately.
* To maintain driving standards at the required level.
* To ensure responses to staff, pupils and others are appropriate and professional at all times.
* Follow procedures for support staff, including training on safeguarding children legislation.
* Undertake and successfully pass a MiDas course that needs to be completed before driving with pupils. This will be provided by the school.
* Follow and attend health and safety, first aid and fire awareness training, all of which are provided by the school
* All such other duties that may be required within the scope of the post, including but not limited to liaising with Premises and Reception staff regarding minibus lists and schedules.
* Be responsible for cleaning the vehicle and ensuring fuel is sufficient for journeys.
* Must be willing to assist in other driving work as requested.
* The role may encompass additional duties during term time for ad hoc caretaking duties as and when requested for which additional time will be paid.
* School branded polo shirts are provided.

**The position will require successful completion of a Minibus Driver assessment**.

**General Expectations**

* Set a good example to pupils they work with, in their appearance and personal conduct.
* Consider carefully issues of confidentiality when dealing with School matters.
* Have high expectations of pupils’ behaviour, academic and social abilities.
* Encourage all pupils’ to be part of the School community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for others and truthfulness.
* All employees have a legal duty to ensure the safety of him/herself and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.
* All employees must familiarise themselves with and follow the Data Protection guidelines and practices.
* The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**The Person**

**Education/Knowledge/Skills**

* Be a competent driver
* Able to effectively organise own workload and use initiative
* Reading, writing and numeracy skills sufficient to check time sheets, delivery notes, lettings forms etc.
* Able to handle, carry heavy items
* A proven track record of good attendance at work
* Able to work effectively with little supervision
* Able to deal with complaints/enquires in a positive manner
* Polite and courteous, calm and patient when under pressure
* Co-operative with other employees, pupils, parents and visitors
* Able to show initiative and work proactively to ensure the smooth running of the services provided at all times

Experience

* Previous work driving minibuses and/or coaches
* Drivers licence with no more than 3 endorsement points and held for more than 2 years.
* Minimum age of 21 to satisfy insurance requirements
* Licenced to drive a Minibus Category D1
* Willing to undergo training as required: able to understand and apply regulations (such as health & safety, manual-handling regulations etc.)

**Personal Characteristics**

* The ability to work flexible hours.
* Able to work as part of a team and contribute towards its success.
* Diplomatic skills and confidentiality.

**Benefits of Service**

**Hours of work**

* Typically, 10 hours per week – mornings (7am – 9am).
* Term time only position, 35 weeks per year.
* Overtime payable.

**Salary and Benefits**

* Salary £10.75 - £11.50 per hour
* The School has high expectations of its staff, and therefore looks to reward them with a competitive salary scale and beneficial conditions of service
* 25 days pro rata paid annual leave which should be taken during the school holidays
* Contributory Pension Scheme
* Free lunch and refreshments during the school day during term time.

**Rokeby Educational Trust Limited**

**Rokeby School, George Road, Kingston upon Thames KT2 7PB**

**Telephone: 020 8942 2247**

MLE/March 2021