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## **JOB DESCRIPTION**

**Job Title:** Driver  
**Grade:** A1/A3 SCP 1-4  
**Reporting to:** Finance and Operations Manager

### **Job Purpose:**

Driving the academy minibus as required for collections and drop-offs, sports fixtures, trips and visits.  
May include split shifts.

### **Duties:**

#### **Driving**

- Drive the Academy minibus to sports fixtures, educational visits and trips as required.
- Complete documentation on daily inspections of the minibuses
- Be responsible for the routine cleaning of the minibuses
- Assist with the supervision of young people

### **Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos / work / aims of the academy
- Appreciate and support the role of other professionals
- Attend relevant meetings and training as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the academy with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of students, staff and visitors (in accordance with appropriate health and safety legislation) at all times.

### **Personal Responsibilities:**

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout TGAT.
- To willingly engage with training as required by the academy.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

### **Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.

- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

*The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*