



## Shropshire Council

### Tuition, Medical and Behaviour Support Service (Pupil Referral Unit Service)

#### Job Description and Particulars of Appointment

##### Details of Post

<b>Designation:</b>	<b>TMBSS Minibus Driver</b>
<b>Grade:</b>	<b>Grade 5 (SCP 6-7) pro rata to term time plus 1 week</b>
<b>Hours:</b>	<b>42.5 hours per week</b>
<b>Contract:</b>	<b>Fixed Term contract for 3 years</b>
<b>Location:</b>	<b>Based at Bridgnorth Education Centre</b>
<b>Jobs:</b>	<b>3 positions available</b>

##### General Information

The appointment is to the Tuition, Medical & Behaviour Service (Pupil Referral Unit) which provides education, based at six Education Centres, for students who, by reason of illness, exclusion or otherwise, are being educated out of school. The Service caters for students in KS1 to KS4 who have a wide range of needs. It also provides teaching support in two hospitals and shared placement provision for students in mainstream schools.

The purpose and function of the Service is to provide quality and engaging alternative education packages for KS1 to KS4 students who are unable to maintain their full-time placement in mainstream school. The Service works in partnership with mainstream schools, providing an intensive intervention and assessment package working towards full reintegration. The main focus of the Service lies in promoting positive behaviour and attitudes to learning for students who are currently having difficulty or who are at risk of exclusion. At KS4 the Service focus is to support students through full-time programmes including GCSE, work experience and vocational courses.

##### Main Purpose of Post

The post holder will report to the Transport Manager, Centre Manager's and Business Manager.

We are looking for a dedicated and responsible Minibus Driver to join our team at the Bridgnorth Education Centre, providing safe and reliable transport for pupils with learning difficulties, additional needs, and Social, Emotional and Mental Health (SEMH) challenges.

This vital role ensures the well-being, comfort, and punctuality of students during their journeys to and from the education centre, events, and activities. The successful candidate will carry out daily vehicle safety checks, report any maintenance issues, and drive in accordance with UK traffic laws and service policies. You will help create a calm and supportive environment for pupils, working closely with school staff and passenger assistants to meet individual needs.

If you are friendly, approachable, and passionate about supporting children and young people with additional needs, we welcome your application.

### **Minibus Driver Duties and Responsibilities**

- Perform comprehensive vehicle safety checks prior to each journey.
- Promptly report and log any faults or maintenance issues with the vehicle.
- Ensure all pupils are seated safely, wearing seat belts, and that their belongings are securely stored.
- Operate TMBSS's minibuses in a safe, legal, and responsible manner at all times.
- Maintain a clean and tidy vehicle at the end of each day.
- Complete the Shropshire County Council Minibus Assessment when required.
- Adhere to all TMBSS policies and procedures, with a strong focus on safeguarding and pupil well-being.
- Safely and punctually transport students to and from school, events, and activities as scheduled.
- Keep the vehicle in good working condition through regular checks and timely reporting.
- Ensure full compliance with traffic laws and safety regulations throughout all journeys.
- Communicate effectively with school staff regarding transport schedules and any changes.
- Provide a high standard of customer service to students, parents, and school personnel.
- Carry out any additional duties reasonably requested by TMBSS.

### **Minibus Driver Personnel Specification**

- Must be 21 years of age or older.
- Hold a full UK driving licence for a minimum of 2 years, with no more than 6 penalty points.
- Possession of a Category D1 licence is desirable but not essential.
- Demonstrate reliability and punctuality at all times.
- Deliver an exceptional standard of customer service.
- Be friendly, approachable, flexible, and supportive.
- Able to establish professional relationships with colleagues, children, and young people.
- Comfortable working independently and without supervision.
- Quick to learn routes and pick-up points efficiently.
- Willing to participate in additional driver training as required.
- Previous experience in a similar role or within a school environment is advantageous.
- Awareness of safeguarding practices in educational settings (training will be provided).

## Conditions of Service

- The Conditions of Service are those laid down by the National Joint Council for Local Government Services, as amended from time to time and as adopted by Shropshire Council.
- The post is Grade 5. Progression through the grade will be by annual increment.
- The post is based in Bridgnorth Education Centre. The appointment will be for 42.5 hours per week. The working times will be Monday to Friday 6.45am to 4.15pm. The work pattern is term time only plus one week.
- The post carries eligibility to join the Local Government Pension Scheme. Information about this and other pension options will be sent with any formal offer of appointment.
- The appointment is subject to one month's notice in writing on either side. The appointment is subject to a satisfactory Enhanced Disclosure from the Disclosure and Barring Service. The appointment is also subject to satisfactory medical questionnaire, employment references and evidence of the qualifications required for the post.
- Smoking is not permitted in any Shropshire Council building/transport.
- Subject to random drug and alcohol testing in accordance with Shropshire Council's Driving policy.