



Job Description

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.

Role: School Minibus Driver

Reporting to: Operations Bursar

Hours of work: Working hours to be 7.00am to 8.30am and 5.00pm to 6.30pm five days per week during term time.

Summary role: To safely transport students to and from school ensuring they arrive in time for the commencement of the school day and are collected punctually after school. To act as an ambassador for the school, ensuring at all times that you promote and act in accordance with the school's values and ethos.

Key Tasks:

1. Transport students to and from school.
2. Ensure minibus has sufficient fuel for the required journeys.
3. Inspect minibus before and after the school run.
4. Ensure minibus is kept clean and tidy.
5. Comply with the school's minibus policy.
6. Ensure pupils behave in an appropriate and safe manner during transport.
7. Report pupil conduct to relevant staff as appropriate.

Safeguarding

This role will require regular interaction with pupils which equates to regulated activity with children. The post holder must at all times act with due regard to the school's child protection and safeguarding policies and procedures and the school's code of conduct.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

General responsibilities:

- To ensure all duties are carried out in accordance with health and safety regulations
- To undertake any training and development for the better fulfilment of the post
- To undertake any *ad hoc* duties or projects as requested
- To undertake any other duties and responsibilities as determined by the Bursar.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all responsibilities tasks and duties. The jobholder's actual responsibilities, tasks and duties might differ from those outlined in the job description and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. This job description is subject to review in line with the developing needs of the school.