

INVICTUS

Founder Member of the Multi Academy Trust

INVICTUS EDUCATION TRUST RECRUITMENT JOB DESCRIPTION

JOB TITLE: MINI BUS DRIVER

DEPARTMENT: INVICTUS 6TH FORM

GRADE: 3 **SPINE POINT:** 3 - 4 **HOURLY RATE:** £9.62 – £9.81

TYPE OF CONTRACT: Term Time Only 39 Weeks

REPORTS TO: DIRECTOR OF INVICTUS 6TH FORM

STAFF RESPONSIBLE FOR: NONE

MAIN PURPOSE OF THE JOB:

To drive Invictus Sixth Form Mini Buses in a responsible and competent manner and be responsible for supervising students to and from each location. To drive the mini buses, as and when required, for school events/activities during the school day and after school events/activities.

To provide Assistant Caretaking support across the Trust when based at each location.

MAIN DUTIES/ACTIVITIES

Mini Bus Driver

Responsible for the health and safety, comfort and welfare of students and staff when transporting them to and from Sixth Form locations and school events/activities.

Responsible for carrying out daily and weekly checks, and to carry out basic maintenance such as; visual inspections checks on tyres, lights, oil etc. before using the vehicles.

Ensuring the vehicle is in a clean and roadworthy condition before and after use.

Report any defects, faults, incidents and accidents to the Director of Invictus 6th Form.

Refuelling vehicle as required.

Covering for absent colleagues.

Maintaining Invictus Education Trust image, uniform should be worn at all times to comply with the Trusts Dress Code.

Working within the constraints and guidelines as set out in the Mini Bus Drivers Operating Instructions.

Assistant Caretaking

Safe removal of litter and waste during the school day to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or students.

Ensure all toilets and changing areas are cleaned regularly/as directed during the school day. Thoroughly clean areas to the required specification, as directed, using correct techniques and cleaning equipment

Assist with the general gardening and when needed cleaning of internal and external windows.

Undertake training in use of methods, materials and equipment, as directed.

Working safely using correct warning signs, protective clothing and safety equipment and being mindful of hazards to other staff and students. Compliance with the Health and Safety practices of the Trust.

Replenishing supplies of toiletries, plastic bags etc, as directed.

Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemical are securely stored away when not in use. Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.

Taking deliveries of stores, materials, cleaning products and other goods and safely storing them.

Assist Site Manager/Caretaker with the removal of school furniture as required, with due regard to current Health & Safety and Lifting & Handling Regulations.

Assist Site Manager/Caretaker with minor repairs to fixtures and fittings as required.

Take delivery of post, materials and other goods. Unpack and store/distribute post/stock as required.

If Site Manager or Caretaker is not available, provide Mini Bus Transportation for students/staff as approved by Facilities & Operations Manager.

Covering for absent colleagues when required, which may involve some change in hours/times.

Any other related duties, as directed.

SUPPORT FOR THE TRUST

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Barred List Check.

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the job offer may be withdrawn. Details of the checks that will be undertake can be found at: Keeping Children Safe in Education, 2021- <https://bit.ly/3sFula8>

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

The DBS check will reveal both spent and unspent convictions, cautions and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

It is the responsibility of all adults employed at Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

Be aware of, and comply with, policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.

To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust and ensure equal opportunity for all.

Participate in training, other learning activities and performance development as required.

Recognise own strengths and areas of expertise and use these to advise and support others.

Attend and participate in meetings as required.

Comply with the Trust's Dress Code.

To carry out other duties as required.

All staff employed by the Trust will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising student achievement and effective team working.

Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

PERSON SPECIFICATIONS QUALITIES & ATTRIBUTES

To be reliable, trustworthy and punctual.

To be physically fit and able to undertake the duties detailed in this job description.

To have a polite, friendly and flexible approach to work.

To be able to work on own initiative and as part of a team understanding of duties and responsibilities.

An ability to communicate in a professional manner with a range of people.

To follow instructions.

EXPERIENCE/QUALIFICATIONS/TRAINING

It is essential to hold a full, current and valid D1/PCV driving licence. Training may be considered to upgrade Category B license holders.

Geographical knowledge of site locations.

Previous experience of driving a large vehicle may be beneficial, although full training will be provided.

Competent to undertake basic visual vehicle checks, although further training will be provided.

