

# Job details

Post:	Minibus Driver
Rate of Pay:	£15.35 per hour
Location:	Bilborough College, Nottingham
Responsible to:	Estates Manager

## Overall/key purpose

To assist in the provision of an effective and efficient transport service for the students of Bilborough College when required. Flexibility on working days is essential due to the nature of the post.

## Main Duties and Responsibilities

- To undertake the safe transportation of passengers and/or equipment to various locations in the college mini bus, adhering to all traffic laws at all times.
- Responsible for the health and safety, comfort and welfare of pupils and staff.
- To carry out regular vehicle safety checks, fueling, and basic maintenance and cleaning duties accordingly.
- To report any vehicle defects, faults, incidents, accidents or near misses immediately to the Estates Manager.
- To ensure the mini bus is in a clean and roadworthy condition before and after use.
- To ensure all mileage logs and other paperwork relating to the mini bus is kept up to date and accurate.
- To work within health and safety guidelines and other guidelines that may be issued from time to time.
- To attend any relevant training courses as identified and agreed.
- To undertake such duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school

Person specification	Essential/Desirable	Assessed *
Full Category D1 licence and Driver CPC	E	S
Relevant driving experience	D	S
<b>Personal Attributes</b>		
<b>‘Get things done’</b> - Makes well informed decisions, showing initiative, imagination, and an ability to inspire others. Uses knowledge and skills to make a positive impact. Able to prioritise and manage own commitments to deliver on time.	E	I
<b>‘Adapt my approach’</b> - Embraces an ever-changing world, responding with flexibility and optimism. Remains open-minded to new ideas and perspectives from others. Understands own strengths and weaknesses to make better decisions.	E	I
<b>‘Communicate effectively’</b> - Works well with others, building relationships based on empathy, trust and mutual respect. Successfully engages different audiences, appreciating diversity of background, culture and thought. Listens carefully to others, showing interest and asking questions to better understand their perspective.	E	I
<b>‘Think creatively’</b> - Confident in using own imagination to help find solutions. Embraces an entrepreneurial mindset to have a positive impact on their career and community. Is constantly developing, demonstrating curiosity and a desire to know more.	E	I
<b>‘Remain positive’</b> - Resilient and views failures as an opportunity to learn and improve. Takes care of themselves and those around them. Makes opportunities to have fun.	E	I
<b>‘Act with integrity’</b> - Takes responsibility for own actions and recognises the impact on others and the environment. Takes pride in own work and achievements, leading by example. Can be themselves, while celebrating our differences and the things that bring us together.	E	I

\* Assessed at S – Shortlisting Stage; I - interview Stage, SI = Shortlisting and Interview