

## **JOB DESCRIPTION**

### **School Mini Bus Driver**

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**POST HOLDER:**

<b>DEPARTMENT</b>	<b>Pastoral Team</b>
<b>RESPONSIBLE TO:</b>	<b>Assistant Principal – Disadvantaged Champion</b>
<b>WORKING HOURS:</b>	<b>20 hours per week – Term Time Only</b>
<b>WORKING PATTERN:</b>	<b>08:30-12:30 Monday to Friday</b>
<b>SALARY:</b>	<b>FMAT Scale 3</b>

**JOB PURPOSE**

To support the attendance officer and team to ensure targeted students are collected and driven to the academy,

To support the pastoral team by undertaking a full range of minibus driving tasks.

To drive the minibus vehicles for the school to enable them to participate fully in a wide variety of activities.

**MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST**

- Driving school vehicle
- Responsible for the safety, comfort and welfare of the children.
- Carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance.
- Report any vehicle defects, faults, incidents and accidents
- Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuel vehicles as required.
- Maintain accurate records of vehicle usage.
- Maintain accurate records of the children using the service each day.
- Maintain and help to promote a good school image, working attire should be worn at all times and kept in a clean and tidy condition.
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time
- Work within the constraints and guidelines as set out in the school handbook.



- To undertake any other associated duties as required by the Principal.
- Plan alternative road routes to and from school when necessary and keeping parents informed of any changes. To supply a copy of your driving licence every 6 months on request, and to immediately advise Fairfax Multi-Academy Trust of any changes or endorsements to your licence.
- To be responsible for ensuring that all passengers and yourself wear a seat belt at all times.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Principal than those contained in this document.

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I have read and accept this job description.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PERSON SPECIFICATION**  
**School Mini Bus Driver**

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

<b>Experience/knowledge/qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Hold a current, clean and valid driving licence D1 unrestricted or a PSV licence, D1 restricted (car licence obtained prior to 01/01/1997) considered.	✓	
Capability to maintain accurate vehicle and user records.	✓	
Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.	✓	
MiDAS trained		✓
PCV licence holder.		✓

<b>Personal qualities and attitudes</b>	<b>Essential</b>	<b>Desirable</b>
Clean driving licence	✓	
Pleasant approachable personality.	✓	
Ability to keep control of children	✓	
An ability to communicate with a range of people	✓	
Ability to work on own initiative and as part of a team.	✓	
Reliable and trustworthy.	✓	
Honest, sense of responsibility and confidentiality	✓	
Flexible approach to working arrangements.	✓	
Sensitivity to user needs	✓	
Willing to undertake training as appropriate.	✓	
Willing to undertake additional training to enhance the services delivered by school.	✓	
<b>Professional Development</b>	<b>Essential</b>	<b>Desirable</b>
Evidence of recent relevant further professional development		✓
<b>References</b>	<b>Essential</b>	<b>Desirable</b>
Positive recommendation in professional references	✓	
Professional references without reservations	✓	