



**SUPPORT STAFF  
JOB DESCRIPTION**

<b>ROLE TITLE</b>	Minibus Driver
<b>LOCATION</b>	Breckland School, flexible across the Trust
<b>GRADE / SCALE POINT – SALARY</b>	Grade 3 (below the bar)
<b>REPORTING TO</b>	Site Manager

**INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

**JOB PURPOSE**

Safely transport pupils in our own minibuses as directed by the Site Manager, including routine safety checks, tidying and cleaning as required.

**KEY TASKS & RESPONSIBILITIES**

- Operating the school bus route, collecting children from given pick-up points along the route and delivering them to school (mornings); collecting them from school and dropping them back at the given points (afternoons)
- Transporting children to and from various events, such as school trips and sports fixtures.
- Ensuring that the minibuses are kept clean and in good condition, including, but not restricted to:
  - Cleaning the inside of the bus as required after use.
  - Regular visual safety checks, following our checklist, including inspection/checking of tyres, lights, oil, water, fuel.
  - Buying fuel (with our fuel cards) as required.
  - Ensuring any concerns are immediately reported to the Site Manager
  - Adhere to all school policies including Health and Safety guidelines for minibus drivers
- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



## **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

## **GENERAL**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.



## PERSON SPECIFICATION

### Experience / Qualifications

#### Essential

1. Full driving licence with D1 or full PCV
2. MIDAS driver safety certificate or the willingness to achieve one

#### Desirable

3. First Aid Qualification, or the willingness and ability to achieve one
4. Previous experience of driving a minibus

### Skills and knowledge

#### Essential

1. Good knowledge of the Highway Code
2. Good numeracy and literacy skills
3. Ability to work flexibly with others and as part of a team
4. Ability to work in accordance with the school's health and safety policies
5. Be an excellent timekeeper
6. Be reliable
7. Ability to complete and maintain all appropriate records

#### Desirable

1. Understanding of basic vehicle maintenance