

Job Description

Job title:	Mini Bus Driver
Responsible to:	Office Manager
Working hours / weeks:	10 hours per week, 39 weeks per year. Flexibility to work additional hours as and when required.
Grade / Salary:	Grade 2: £18,933 - £20,092 FTE Actual salary: £4,382 per annum
Core purpose:	To be available on a casual basis to drive one of the Academy mini buses during term times and to support Academy staff accompanying students on educational visits.

Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Key responsibilities:

1. Operating one of the Academy's mini buses during Academy approved visits.
2. Ensuring that the minibus is kept clean and in good condition during the visit.
3. Visual inspection/checking of tyres, lights, oil, water, fuel prior to the journey.
4. Ensuring that journey log is completed and any faults are communicated immediately to the Senior Customer Service Administrator.
5. To work in other areas across the academy as required following agreement with your direct line manager.
6. Adhere to all school policies including Health and Safety guidelines for minibus drivers to drive safely and adhere to all transport legislation.
7. To liaise directly with Academy contact when necessary.
8. Be a role model for the Academy, act with honesty and integrity, promote pride and expectation and be accountable for achieving the highest possible standards in work and conduct at all times.
9. To ensure confidentiality and discretion at all times.
10. To be fully conversant with and carry out your duties & responsibilities in line with all agreed policies, working practices and procedures of the Academy.
11. To ensure the health, safety and welfare of site users at all times and comply with all health and safety legislation and guidance relevant to the post holder's area of operation.

Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

Core Values:

Respect for individuals:	We work together to create a culture based on trust, respect and dignity.
Integrity:	We are open, honest and direct in our dealings.
Collaboration:	We know that there is strength in working together, communicating, sharing ideas and best practice and finding more efficient and effective ways to deliver our objectives.
Continual improvement:	We are a learning organisation that strives always to 'make our best better'.
Accountability:	We hold ourselves accountable and take ownership.

PERSON SPECIFICATION

Role: Minibus Driver		<i>E/D</i>	<i>A</i>	<i>I</i>
Qualifications and Training				
1	Has a full UK Category driving licence	E	✓	
2	Is a current minibus licence holder	D	✓	
Experience				
3	Has experience of driving a mini bus	E	✓	✓
4	Has experience of vehicle maintenance	E	✓	✓
5	Has experience of providing support for different stakeholders	D	✓	✓
6	Has experience of transporting children	D	✓	✓
Knowledge and understanding				
7	Has a good basic knowledge of transport legislation	E	✓	
8	Understands the issues associated with effective arrangements for student travel.	E	✓	✓
9	Has a good understanding of the Health and Safety and maintenance issues associated with school minibuses and general transport	E	✓	✓
Skills and abilities				
10	Is able to work independently and autonomously.	E		✓
11	Is able to prioritise own work to meet deadlines.	E		✓
12	Is numerate, literate and has sound basic ICT skills.	E	✓	✓
13	Has the ability to liaise with and communicate with a range of different stakeholder in different ways.	E	✓	✓
14	Well organised	E		✓
Personal attributes				
15	Can demonstrate the ability to work well as a team member.	E	✓	
16	Enjoys the company of young people and others typical of those one would expect in a school.	E		✓
17	Gets on well with children and adults	E		✓
Other				
18	A commitment to uphold and promote equality of opportunity	E		✓
19	Demonstrates an understanding of Safeguarding issues relevant to the post	E		✓
	E	Essential		
	D	Desirable		
	A	Assessed by Application Form		
	I	Assessed by Interview		

Date: November 2020