**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Post Title:** | Mini Bus Driver/Facilities Assistant |
| **Accountable To:** | Site Manager |
| **Location:** | Boston Spa Academy |
| **Scale** | A1/A3 |

## **Role:**

Under the direction/instruction of the Site Manager and/or appropriate senior staff, to assist in the provision of maintenance and security services on the academy premises thereby ensuring a safe working environment. To drive the academy minibus as required; and to cover absence for the Site Manager as required. Work may include split shifts.

**Duties:**

**Security**

* Lock/unlock academy buildings and areas (as required)
* Assist with regular security checks
* Operate alarm systems where appropriate
* Cover lettings (as required).

**Cleaning and Maintenance**

* Assist with minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing furniture
* Collect and assemble waste for collection
* Undertake cleaning duties including litter-picking
* Undertake emergency cleaning duties
* Provide emergency access to the college site
* Undertake activities to maintain a safe and clean external environment.

**Resources**

* Ensure the maintenance of a clean and orderly working environment
* Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
* Undertake basic record keeping as directed
* Refill and replace consumables e.g. soap and towels (as required)
* Report faulty equipment and other maintenance requirements to the appropriate person
* Maintain the security of academy premises by securing entrances/exits as appropriate and reporting potential security breaches
* Ensure lights and other equipment are switched off as appropriate
* To work alongside other colleagues to determine the smooth running of Open/Parents’ Evenings.

**Organisation**

* Assist with the receipt, distribution, collection and despatch of goods
* Assist and participate in the organisation and movement of furniture within the building
* Maintain and arrange orderly and secure storage of supplies
* Operate everyday equipment in accordance with instructions.

**Responsibilities**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* Contribute to the overall ethos/work/aims of the college
* Appreciate and support the role of other professionals
* Attend relevant meetings and training as required
* Participate in training and other learning activities and performance development as required
* Treat all users of the college with courtesy and consideration
* Present a positive personal image, contributing to a welcoming college environment which supports equal opportunities for all
* Comply with health and safety policies and procedures at all times
* Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times.

**Driving** (D1 Licence required)

* Drive the Academy minibus
* Be responsible for small groups of students whilst driving the minibus
* To complete documentation on daily inspections of any minibuses
* To be responsible for the routine cleaning of any minibuses
* To ensure all test certificates are kept up to date.
* MiDAS certification or willing to undertake the training.

All duties outlined are within the provisions of the Local Agreement for Superintendents.

## Any Special Conditions of Service:

* There will be a need to work outside of school hours and off school premises, as required by the Academy.
* There is a strict No smoking policy

## 

*Boston Spa Academy is committed to safeguarding and promoting the welfare of our pupils, and expects all staff, governors and volunteers to share this commitment.* *The successful candidate will be subject to enhanced Disclosure and Barring Service (DBS) checks.* *We promote diversity and want a work force which reflects the population of Leeds*