



**Location:** Tupton Hall School, Station New Road, Old Tupton, Chesterfield S42 6LG

**Salary:** Redhill Academy Trust Pay Scale, Band 5, Scale Point 28

**Hours of work:** Casual hours, as & when required

**Responsible to:** Operations Manager

**Post objective:** To assist in the provision of an effective and efficient transport service for pupils of Tupton Hall School to and from Bolsover School 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 school minibus, 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, fuelling, and basic maintenance and cleaning duties accordingly.
- To report any vehicle defects, faults, incidents, accidents or near misses immediately to the Operations Manager.
- To ensure the minibus 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 maintain the school's image; appropriate working attire should be worn at all times and kept in a clean and tidy condition.
- 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.

All staff at Tupton Hall School have a part to play in supporting the school's ethos, understanding pupil's safeguarding requirements and promoting the best possible image to parents and prospective parents.



	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge &amp; experience</b>	<p>Hold a full, clean UK driving licence with D1</p> <p>Previous experience of driving a minibus / large vehicle</p> <p>Competent to undertake vehicle checks and carry out basic maintenance</p>	<p>Driver's Certificate of Professional Competence (CPC)</p> <p>Geographical knowledge of the local area</p>
<b>Ability &amp; Skills</b>	<p>Pleasant, patient, and helpful personality</p> <p>Ability to work on own initiative and as part of a team</p> <p>Ability to work effectively under pressure and maintain a calm demeanour</p> <p>Ability to communicate with a range of different people</p> <p>Reliable and trustworthy</p> <p>Flexible approach to working arrangements</p> <p>This post will be subject to an Enhanced DBS Disclosure check.</p>	

<b>Training</b>	Appointed member of staff will be required to complete all relevant training courses for the role including safeguarding, GDPR, competency and proficiency driving tests (in line with our insurance provider requirements).	
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