



JOB DESCRIPTION

Title: Casual School minibus driver

Grade: TPLTSS 1

Academy: WCSA

Last evaluated: April 2022

Main purpose of the role

Working under the general direction of the Facilities Manager (or other Line Manager) ensure the safe transportation of students.

To act as an integral part of the school staff team, and as such to make a contribution to the overall aims of the school, working within agreed policies and procedures

Main Duties and Responsibilities:

Develop and maintain working relationships with other staff

Work effectively and in co-operation with all other staff within the Trust using own knowledge and skills to contribute positively to the overall welfare of the school and its pupils.

Take an active role in supporting and developing a culture of team working for the benefit of pupils and the school generally.

Participate in staff meetings and contribute to the development of policies and procedures related to the use of school transport and the safe movement of pupils and staff.

Be familiar with all the school's policies concerning the safety of pupils.

Ensure that the vehicle(s) are in a good clean condition and maintain up to date records

Report to the Facilities Manager (or Line Manager) any defects which potentially pose a danger to any pupil or member of staff using the vehicle's

Review and Develop own knowledge and skills

Maintain effectiveness as a member of the school staff by taking responsibility for own continuing learning and development.

Attendance will be required at any training courses provided by the School

Contacts & relationships

Staff and pupils within the Trust

Line management duties and responsibilities

The post holder will not have line management responsibility

The post holder does not have supervisory responsibilities for other staff.
There are no budgetary responsibilities attached to this post.

Safeguarding responsibilities

This role works directly with students and is therefore classed as regulated activity. Details of our Child Protection & Safeguarding Policy can be found on Access and is available on request.

Be committed to safeguarding and promoting the welfare of children and young people.

Work Demands

Support for the Facilities Manager (or line manager)

Establish and maintain effective working relationships with Facilities Manager (or line Manager)

Work with the Facilities manager (or Line Manager) on a one to one basis, in such a way as to ensure that there is an understanding and clarity of the post holder's specific areas of responsibility and accountability.

Undertake minibus driving duties

Have responsibility for the transportation of staff and pupils as directed by the Facilities Manager (or line manager).

Report to the Facilities Manager (or line manager) concerns relating to this task.

Required to take MIDAS examination

Work tasks will not normally be subject to interruption

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure ...

compliance documents and policies are accurate and produced to a high standard.

Data entry is accurate

External communications are prepared to a high standard and sent in a timely manner

Physical Demands

Normal physical effort required. Lifting of accessibility ramp to the vehicle as well as aiding students and staff into the vehicles

Working Conditions

Role is site based but may include transportation of students for other schools within the Trust

Expectations of Jobholder

Be aware of and comply with all Trust policies as well as individual academy policies and procedures.

Contribute to the management of student behaviour and security.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards staff and students

Commit to professional self-development, through participation in training, to include any necessary health and training and annual safeguarding training.

Undertake such other duties as are commensurate with the grade of the post.

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Skills/Qualifications

Full and clean driving licence required
Basic knowledge of vehicle maintenance/safety checks
Good interpersonal skills
Ability to work with limited direct supervision
First Aid certificate is desirable

Person Specification

Job Title: Casual mini bus Driver

Assessment criteria	Essential	Desirable
Qualifications	Full and clean driving licence required	MIDAS certificate First Aid certification
Experience	Experience of driving large vehicles Basic Knowledge of vehicle maintenance / safety checks	Experience of driving large vehicles and carrying passengers
Skills	Must have a good	MIDAS certificate

	standard of driving Basic Knowledge of vehicle maintenance / safety checks	First Aid certification
Knowledge	Good local knowledge of the surrounding area	
Personal competencies, qualities, attitude and behaviours	Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience in working with challenging behaviours. Positive attitude to use of authority and maintaining discipline.	
Equality	An understanding, acceptance and commitment to the fundamental principles of an equal opportunities. To work in a way that promotes equality of opportunity and respect for diversity.	
Safeguarding	Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. To work in a way that promote the safety and well-being of children and young people.	