



Casual Minibus Driver - Job Description

Responsible to: Director of Compliance & Governance /Minibus Fleet Manager

Salary Grade: NJC Outer London scale 1A2

Contract: Casual position

Purpose of the Job:

To be part of a small team of minibus drivers for the Trust as a Bank minibus driver.
 To safely transport children and staff, as and when required, to and from offsite events.
 To safely load children on the minibus and ensure seatbelts are worn at all times.

Employment Duties:

The main duties and responsibilities are as follows:

- Driving the school minibus.
- Responsible for the health and safety, comfort and welfare of pupils and staff.
- Carrying out daily vehicle checks and basic maintenance (checking fuel, water and oil levels, tyres, lights etc.)
- Reporting any vehicle defects, faults, incidents and accidents to the Minibus Fleet Manager.
- Ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuelling the vehicles as required.
- Covering for absent colleagues.
- Working within health and safety guidelines and other guidelines that may be issued from time-to-time.
- To abide by the law and ensure the safety of your passengers is paramount.
- Attending any relevant training courses as identified and agreed.
- To undertake any other duties as may reasonably be directed by the Minibus Fleet Manager or Director of Compliance & Governance.
- Be familiar with the Trust's Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children.
- To liaise directly with parents when necessary.
- To check the first aid box to ensure it is up to date.

General Information:	
Equality of Opportunity	<ul style="list-style-type: none"> ● As a member of Trust staff, to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.



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Confidentiality and Data Protection	<ul style="list-style-type: none"> To treat all information acquired through employment, both formally and informally, in strict confidence. To be aware of the school's responsibilities under the General Data Protection Regulation 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> Any other duties as reasonably required by any manager of the school. Participating in the ongoing development, implementation and monitoring of the school development plan. Attend regular meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none"> Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

Agreed by: Date

This job description may be amended at any time after consultation with the post holder.

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

LEO Academy Trust is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, volunteers, contractors and former staff.

Employees working in any role that requires them to communicate with pupils, parents, guardians, staff and / or members of the community, must be able to speak fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities.

LEO Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



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This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All employees of the Trust are deemed to be in regulated activity with children and as such, all offers of employment are subject to an Enhanced DBS check amongst other checks as appropriate.

PERSON SPECIFICATION

The successful candidate must have the following:

- Full driving licence (held for at least 2 years).
- Experience driving a large vehicle desirable
- Pleasant, patient and helpful personality.
- An ability to communicate with a range of different people.
- Ability to work on own initiative and as part of a team.
- Reliable and trustworthy
- Flexible approach to working arrangements
- Good organisational ability.
- Enjoy working in a school environment.

The successful candidate must have the following experience and skills:

- Hold a current, valid driving licence D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 01/01/1997)
- Age 25+ (for insurance purposes).
- Geographical knowledge of the local area.
- Competent to undertake vehicle checks and carry out basic maintenance.