



School MiniBus Driver

JOB DESCRIPTION

Reporting to Assistant Headteacher of Attendance.

Specific responsibilities of the post

- To drive a school minibus in accordance with all appropriate road safety and legal requirements.
- To observe all school policies and protocols in relation to students and staff.
- To undertake basic safety/maintenance procedures to ensure minibuses are maintained in a legal, roadworthy condition and to report any issues to the relevant department.
- To complete appropriate documentation required for each vehicle.
- To guide pupils to ensure they act responsibly whilst travelling and transferring to and from the minibus.
- To undertake basic pupil supervision duties that may be required in support of staff.
- To liaise with staff on any aspect relating to the role and to take responsibility for appropriate travel planning for any designated journey e.g. selecting appropriate route.
- To be part of the Pastoral Team, providing support on Home School Liaisons & Attendance
- To support home visits process, to support families/children, providing outreach support to families in line with academy procedures on the basis of priorities and needs that the Filter Groups have identified.
- To help to improve attendance and late arrivals process.
- To initiate appropriate action in the case of serious absentee offenders.
- To advise & assist parents/carers to maintain regular school attendance and good behaviour and signpost support for them.

Responsibilities as a member of staff.

- To ensure that the safety and welfare of all students is given priority at all times

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- To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- To ensure an appropriate individual response to whole school priorities
- To engage actively in the Performance Management Review Process as required.
- To implement all school policies
- To attend all meetings as directed
- To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.

Personal Qualities:

The person appointed

- Will have a clean full D1 eligible driving licence or willingness to train towards. Licence checks are undertaken twice a year as part of the insurance requirements.
- Will have successfully completed a MIDAS driver training qualification or be willing to undergo the relevant training.
- Will have a basic knowledge of vehicle maintenance and road safety requirements
- Will have good communication skills and be punctual for all commitments
- Will have a flexible approach to the role
- Will be proactive in terms of furthering their knowledge and skills and be willing to undertake training as required
- This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

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PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to ***think big*** for yourselves and for the world around you;
- We want everyone to ***do the right thing*** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong ***team spirit***, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	<ul style="list-style-type: none">• Show energy, enthusiasm and passion for what you do• Demand the highest quality in all that you do, and in the work of your team• Willing to champion new ideas and think beyond the status quo• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better• Be open to new ideas and change where it will have a positive impact on the organisation• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work• Commitment to self-development, and developing your wider Team• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further
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	<ul style="list-style-type: none"> • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Doing the Right Thing	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
Showing Team Spirit	<ul style="list-style-type: none"> • Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

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