

JOB DESCRIPTION AND PERSON SPECIFICATION

<u>Job Title:</u> Minibus Driver	<u>Grade:</u> B (point 3)
<u>Job Family:</u> Educational Support	
<u>Overall Purpose of Job:</u> As a Minibus Driver, you will operate the minibus routes, transporting children between specified collection points and ensuring their safe delivery to and from the academy.	
<u>Main Responsibilities:</u> <ol style="list-style-type: none"> 1. You will operate one of the academy's minibus routes, collecting students from given pick-up points along the route and ensuring their safe transport to the academy, and ensuring their safe return from the academy back to the given drop off points. 2. You will ensure the minibus is kept clean and in good condition, including, but not restricted to: <ul style="list-style-type: none"> • Weekly cleaning of the bus, both inside and out • Ensuring signs inside the bus are properly attached and in good condition • Regular visual inspection/checking of tyres, lights, oil, water, fuel 3. You will ensure any additional work required is communicated immediately to the Site Manager 4. You will ensure that the minibus is driven with due care and attention at all times. 5. You will adhere to all academy/Trust policies including Health and Safety guidelines for Minibus Drivers including but not limited to the Delta Policy for Safe Usage of minibuses and Other Passenger Transport Vehicles. 6. You will liaise directly with parents/carers when necessary 7. You will enforce the Academy/Trust behaviour policy and ensure any incidents or unsatisfactory behaviour are reported at the earliest opportunity to your Line Manager. 8. You will respond to accidents/incidents in an appropriate and timely manner and report them to a member of the senior leadership team without delay. 9. You will assist in collecting student lunches and carry out the role of Lunchtime Supervisor, as and when required, including serving lunches to students and being responsible for the overall management for students dining promoting an order and pleasant meal service. 10. You will help to ensure the kitchen and facilities department are clean and in good condition after lunch <u>General</u> <ol style="list-style-type: none"> 11. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay. 12. You will participate in training and other learning activities and performance development as required. 13. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking. 14. You will ensure strict confidentiality in all areas of work. 15. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR). 	

16. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
17. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
18. You will always comply with the Trust's policies and procedures.
19. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential:

- Full and clean Driving Licence with category D1 (C)
(*Driving licences obtained on or after 1st January 1997 must meet higher medical standards and pass an appropriate test in order to obtain a category D1 PCV entitlement*)
- Attended and completed the nationally recognised standard Minibus Driver Awareness Scheme (MiDAS) (*Drivers holding a PCV licence are exempt from this training*)
- Experience successfully driving a minibus (A/I/R)
- Held a driving licence for at least 2 years and be 21 years of age or over (A/I/R/C)
- Understanding of Health & Safety Issues and good practice (A/I)
- Knowledge of moving and handling procedures (A/C/I)
- Awareness and understanding of basic safety and security measures (A/C/I)
- Good organisational and personal management skills (A/I)
- Effective communication skills (A/I/R)
- Ability to deal with day to day issues on own initiative (A/I/R)
- Effective time management (A/I/R)
- Ability to relate well to children and adults (A/I)

Desirable:

- Basic food and hygiene qualification (C)
- Emergency First Aid or First Aid at Work qualification (C)
- Experience of working with young people and/or disabled people (A/I/R)
- Experience of working in the bus industry/community transport sector (A/I/R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

BEHAVIOURS

- Proactive
- Organised
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy
- Calm
- Attention to detail
- Meticulous

CONTACTS AND RELATIONSHIPS

Managers - in daily contact with Principal/Head of Academy/Senior Leaders and teachers within the academy

Support Staff – in daily contact with support staff who are involved in administration, student support, catering, cleaning, site management and health and safety

Trust Staff – in some contact with the wider Trust Facilities team

External – in regular contact with parents/carers, and visitors.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.