



FIVE RIVERS MULTI ACADEMY TRUST

JOB DESCRIPTION / PERSON SPECIFICATION

Post Title	Mini Bus Driver
Grade	NJC Grade 3
Responsible to	Principal / Senior Learning Mentor
Responsible for	
Purpose of job	Drive the Trust minibuses to transport pupils in accordance with the Rules and Regulations of the Highway Code and in accordance with good practice provided at the Sheffield County Council's "Minibus driving course" to maintain pupil, staff and public safety whilst on the highway. Provide basic maintenance of the minibus e.g. oil levels, cleaning of vehicle to maintain basic working order and prevent unnecessary deterioration of the vehicle.
Normal base of work	Abbeyfield Primary Academy, Orphanage Road, Sheffield S3 9AN – however there may be some requirement to work from other Five Rivers Trust sites as appropriate.
Safeguarding statement	<p>Five Rivers MAT is committed to safeguarding and promoting the welfare and safety of children and expect all staff to share this commitment. The successful candidate will be required to complete a Disclosure Barring Service check in line with Section 115 of the Police Act 1997.</p> <p>This post is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify individuals from appointment and, if appointed may render them liable to immediate dismissal without notice.</p> <p>An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children (Criminal Justice and Court Services Act 2000).</p> <p>The Five Rivers MAT will only offer appointments if the above checks are satisfactory; and will allow no unsupervised access to children before completion of all checks.</p>

JOB DESCRIPTION: MIDDAY SUPERVISOR

The post holder must, at all times, carry out his / her duties and responsibilities within the spirit of the Five Rivers Multi Academy Trust, the Trust's policies and within the framework of the Education Act 2002 and the School Standards

Main Duties and Responsibilities

Specific responsibilities include:

1. Drive the Trust minibuses in accordance with the Rules and Regulations of the Highway Code, the County Council's Code of Practice for minibus drivers and training provided by the Road Safety Unit of the Council to maintain pupil, staff and public safety whilst on the highway.
2. Be responsible for the safety, comfort and welfare of the children.
3. Carry out daily visual checks and basic maintenance for the vehicles eg. oil levels, cleaning of vehicles, etc. and arrange when necessary the service and MOT of the vehicle to maintain basic working order and prevent unnecessary deterioration of the vehicle.
4. Report any vehicle defects, faults, incidents and accidents.
5. Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.
6. Refuel vehicles as required.
7. Maintain accurate records of vehicle usage.
8. Maintain accurate records of the children and staff using the service each day.
9. Liaise with the Escort as appropriate to check that seat belts are fastened and bags and equipment is secured. Throughout the journey ensure that pupils remain seated, stopping when necessary to ensure that the safety of pupils and staff is maintained at all times.
10. Maintain and help to promote a good school image, working attire should be worn at all times and kept in a clean and tidy condition.
11. Work within health and safety guidelines and other guidelines that may be issued from time-to-time.
12. Work within the constraints and guidelines as set out in the Trust Code of Conduct.
13. Undertake any other associated duties as required by the Principal.
14. Plan alternative road routes to and from school when necessary and keep parents informed of any changes.

Any other duties and responsibilities appropriate to the grade and role

All of the above duties and responsibilities to be carried out in accordance with Five Rivers MAT's policies, national legislation, equal opportunities, data protection and Health and Safety.

Person Specification/Profile – Midday Supervisor

	Essential	Desirable
Skills & Qualifications	Category D Mini Bus driving license	Experience of driving a school mini bus or Sheffield transport minibus
Professionalism	<p>Able to work with professional integrity, honesty and transparency.</p> <p>Demonstrates for self and others</p> <p>Open and adaptable to new ways of working that promote the ethos of the Trust and the school</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Committed to working well with colleagues, developing and maintaining positive working relationships. Values differences of opinion and different ways of working.</p> <p>An effective communicator, both written and orally</p>	<p>Shows a strong commitment to values which align well with the Trust & the School</p> <p>Experience of being a role model with a team and supporting colleagues</p>
Safeguarding	<p>Passionate about safeguarding children</p> <p>Zero tolerance of bullying of any kind</p>	<p>Knowledge of Keeping Children Safe in Education</p> <p>Commitment to the use of positive behaviour strategies to achieve a culture that promotes fairness, respect and consideration towards others</p>
Professional development	Accepts constructive feedback and acts upon it to improve own practice	Commitment to a future career with the Five Rivers Trust
Diversity Equality & Inclusion	Promotes equality and celebrates diversity; understands the need for equity not equality; acknowledges and takes steps to eradicate unconscious bias in own practice	Experience of championing Diversity, Equality and Inclusion in professional setting