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| <b>Job Title:</b>            | Minibus Driver                               |
| <b>Responsible to:</b>       | Principal                                    |
| <b>Terms and Conditions:</b> | Scale C<br>10 hours per week, term time only |

## Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

## Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

## Core Purpose

The role will primarily involve transporting students between the school and suitable pick up points. The hours are approximately 10 per week, term-time only, but a degree of flexibility would be expected. The role will involve early-morning starts.

## Key Areas of Responsibility

- Dealing with students to ensure that they enjoy a safe, pleasant and comfortable journey
- Ensure that the vehicle is driven safely at all times and to a very high company standard
- Collecting students from given pick-up points along the route and delivering them to school each school day morning and returning them in the afternoon
- Ensuring that the minibus is kept clean and in good condition, including but not restricted to:
  - 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
  - Ensuring that any additional work required is communicated immediately to the Principal
- Adhering to all school policies including Health & Safety guidelines for minibus drivers

## Safeguarding

- Respecting confidential issues linked to home/students/teachers/college work and to keep confidence as appropriate.

We are part of...

**WENSUM TRUST**

- To keep up to date with the Trust's procedures for safeguarding and child protection, reporting any concerns to a senior designated person.

## Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the employer on all issues to do with Health, Safety & Welfare.

## Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments.
- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown but, in consultation with you, may be changed by the CEO or Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification

|                            | Essential   | Desirable  |
|----------------------------|---|--|
| <b>Personal Attributes</b> | <ul style="list-style-type: none"> <li>• Relational</li> <li>• Self-aware</li> <li>• Curious</li> <li>• Accepting</li> <li>• Empathetic</li> <li>• Reflective</li> </ul>                            |  |
| <b>Qualifications</b>      | <ul style="list-style-type: none"> <li>• Holds a current, clean and valid driving licence, D1</li> </ul>  |  |
| <b>Experience</b>          | <ul style="list-style-type: none"> <li>• Competent to undertake daily and weekly vehicle checks and carry out basic maintenance on the vehicle</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience in working within a similar environment</li> </ul> |
| <b>Skills/Knowledge</b>    | <ul style="list-style-type: none"> <li>• Punctual</li> <li>• Clean driving licence</li> <li>• Experience of driving a large vehicle</li> <li>• Pleasant, patient and helpful personality</li> </ul> |  |

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|  | <ul style="list-style-type: none"><li>• An ability to communicate with all people</li><li>• Ability to work on own initiative</li><li>• Reliable and trustworthy</li><li>• Flexible approach to working arrangements</li><li>• Sensitivity to user needs</li><li>• Willing to undertake relevant training as appropriate</li><li>• The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.</li></ul> |  |
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