



THE ST LEONARDS ACADEMY
MINIBUS DRIVER/ATTENDANCE SUPPORT

JOB DESCRIPTION

JOB TITLE	Minibus driver/attendance support
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	St Leonards Academy
SALARY AND WORKING HOURS	East Sussex Single Status Grade 4
RESPONSIBLE TO	Attendance and Admissions Lead
MAIN PURPOSE OF THE JOB	To drive the St Leonards Academy minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times. Safeguarding and welfare checks on vulnerable and non-school attenders.
MAIN TASKS/KEY RESPONSIBILITIES	
1	Drive the minibus in accordance with the Rules and Regulations of the Highway Code, the Academy's policy for minibus drivers and training provided to maintain student, staff and public safety whilst on the highway.
2	Provide daily visual checks and basic maintenance for the vehicles, e.g. oil levels, cleaning of vehicles, etc. and liaise with the Senior FM Manager when necessary the service and MOT of the vehicle to maintain basic working order and prevent unnecessary deterioration of the vehicle. Carry out a weekly, recorded check in accordance with the maintenance schedule and report any faults/defects.
3	At the commencement of the journey, check that seat belts are fastened and bags and equipment is secured.
4	Assist students on and off the vehicle, using the steps or tail lift, ensuring wheelchairs are clamped etc. in order to prevent accidents and meet good 'moving and handling' practice.
5	Home visit to be directed by Attendance and Admission Lead/TSLA attendance team. Collect poor attenders who are on roll at TSLA from named pick up areas at designated points. Complete travel tracker and record contact for each visit.
6	Drive an agreed daily route plan for journeys, seeking prior agreement to any route changes to achieve a practical and cost effective route.
7	Collect poor attenders who are on roll at TSLA from named pick up at the designed time and deliver the students to TSLA. Follow direction from TSLA attendance team of home visits on a daily basis. Keep clear records of each home visit in line with safeguarding and attendance policies which are to be handed over to the attendance team to be logged.



8	From time to time, drive the minibus for school trips as agreed by Line Manager.
9	To carry out all activities in line with the Academy's policies for Health and Safety and Equal Opportunities.
10	To participate in professional development activities and performance management activities as required
11	To undertake other reasonable duties as directed by your line manager
Additional Information <ul style="list-style-type: none">- All Support Staff posts within the Academy are subject to 6th month probationary period- This post is subject to an Enhanced Criminal Record Check- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.- This role involves regulated activity as summarised in Keeping Children Safe in Education 2021 (paragraph 217). Anyone engaging in regulated activity must have an enhanced DBS check including barred list information.	
The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.	



PERSON SPECIFICATION

EDUCATION AND QUALIFICATIONS

- 1.1 Hold D1 category on driving licence

KNOWLEDGE AND EXPERIENCE

- 2.1 Hold a clean and current driving licence
- 2.2 Basic knowledge of safeguarding including confidentiality, health and safety

KEY SKILLS AND ABILITIES

- 3.1 Ability to communicate effectively with other academy staff and students
- 3.2 Good literacy and numeracy skills
- 3.3 Good knowledge of vehicle and general maintenance
- 3.4 Understand how to encourage and influence students to get the best from them
- 3.5 Understand the needs of others and able to respond accordingly
- 3.6 Understand and able to apply Health and Safety procedures relevant to the role
- 3.7 Able to recognise and to deal with emergency situations

PERSONAL ATTRIBUTES

- 4.1 Self-motivated with drive, initiative and high degree of pro-activity
- 4.2 Sense of humour and equable temperament with ability to remain calm and confident in challenging circumstances
- 4.3 Commitment to working as a positive and constructive team member
- 4.4 Commitment to Equal Opportunities and relevant training

DESIRABLE CRITERIA

EDUCATION AND QUALIFICATIONS

- 5.1 First Aid qualification
- 5.2 MiDAS trained

KNOWLEDGE AND EXPERIENCE

- 6.1 Experience of working in a school / academy environment
- 6.2 Experience of working with children or vulnerable adults