

## ATTLEBOROUGH ACADEMY JOB DESCRIPTION

### MINIBUS DRIVER

<b>Line Manager:</b>	Site Manager
<b>Salary:</b>	Attleborough Academy Support Staff Salary Scale: <ul style="list-style-type: none"> <li>• Support salary scale point 5 - 6</li> <li>• FTE £19,650 - £ 20,043 per annum</li> <li>• Pro Rata £7,755 to £8,050 per annum</li> </ul>

### THE POST

The Minibus Driver will be expected to, under the direction of the Academy's Site Manager, and in accordance with the Academy's practices and procedures, drive and maintain a minibus at Attleborough Academy for the morning and evening student commute.

Attleborough Academy is a popular, 11 to 18 Academy which is continually developing to meet the demands of providing the highest quality education for all students. The Academy has recently joined the Sapientia Education Trust (SET) which is an exciting and important development for the school. The SET are committed to bringing like-minded schools together to work in partnership to develop a world class education. This merger promises to bring multiple benefits in terms of teaching and learning and new opportunities for students and staff.

We are an inclusive, friendly and effective learning community with high aspirations and a reputation for innovation. Excellent relationships between students and staff are at the heart of the ethos of the Academy and are often commented on by those who visit the Academy. The Academy is a hardworking and caring community of people with high standards and high expectations. Our core values are Commitment, Acknowledgement, Respect and Excellence (CARE). CARE therefore has a genuine meaning within our Academy as we want the Academy to be a place where these values are seen in all aspects of our work together.

Attleborough Academy is member of the Sapientia Education Trust (SET), which is currently led by the CEO.

On appointment, the successful candidate will be required to complete a six month probationary period.

### PERSON SPECIFICATION

The personal competencies expected of all Attleborough Academy support staff are:

- Committed to supporting student success.
- Self-motivated and able to motivate others.

- Good interpersonal skills.
- Committed to safeguarding and promoting the welfare of children and young people.
- Committed to Equal Opportunities.

The professional competencies expected of a Minibus Driver are:

- Commitment to and promotion of safeguarding the welfare of children, young people and vulnerable adults and an understanding of the safeguarding practices applicable to working within an Academy environment.
- Focussed on the provision of excellent services to all customers.
- Excellent timekeeping and reliability.
- A team worker with an adaptable and flexible approach to work.
- Persistent and resilient approach to work.
- Enjoys working collaboratively and finding collaborative solutions.
- Committed to student success and supporting students to fulfil their potential.
- Have an organised and structured approach to working with the ability to follow instructions.
- Able to respect the confidentiality of information.

The qualifications and previous experience required for a Minibus Driver:

- Applicants must hold full UK Pre-1997 driving licence with B/BE/C1/C1E/D1/D1E driving entitlements or if post-1997, you will have successfully passed additional tests to cover entitlements B/BE/C1/C1E/D1/D1E
- Good communication skills.
- Experience and/or ability of working with formal rules and regulations.

## **JOB SPECIFICATION**

### **General Responsibilities**

To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:

- Equal Opportunities
- Health, Safety & Welfare
- Child Protection
- Data Protection
- Risk Management

To undertake any other similar duties of this level as required by the Executive Principal/Site Manager.

The post-holder will be required to comply with the Attleborough Academy Code of Conduct for Staff and Volunteers.

Attleborough Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. The successful candidate must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Specific Responsibilities**

- Provide safe and reliable transport in line with student educational requirements.
- To ensure that we provide excellent customer service and be prepared to go the extra mile to help and assist all our customers at all times.
- Working flexible hours, if needed, to provide service support for the Academy to a high level enabling the academic staff to concentrate on teaching and learning.
- To be fully aware of and to comply with all policies and procedures relating to the Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work Act 1974.
- To be available to answer emergencies outside of pre-planned working hours. This includes ice, snow and leaf clearance to maintain safe access to the Academy.
- To set out in good time appropriate for the weather conditions and route required to collect all students and bring back to Attleborough Academy prior to the school day and to do the same at the end of the school day.
- To monitor behaviour of all students safely during the journey in line with the Academy policies including safeguarding.
- To clean the minibus internally at the end of each journey and externally as required.
- To refuel the minibus as required.
- May be required to work additional hours on occasion to cover for absence and maintain a minibus cover.

### **HOURS OF WORK**

Working weeks	Term Time (normally 38 weeks)
Hours per week	An average of 17.5 hours per week
Normal Working Pattern	Mon - Fri 6.30am – 8.15am and 3.00pm – 4.45pm
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.

### **REMUNERATION**

#### Salary Details:

Points 5 – 6 of the Attleborough Academy Support Staff Salary Scale:

- FTE £19,650 - £ 20,043 per annum
- Pro Rata £7,755 to £8,050 per annum

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The post-holder will be entitled to join Attleborough Academy's nominated pension scheme for support staff.

### **DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Attleborough Academy employees.

### **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

### **REVIEW**

The Job Description will be reviewed annually as part of Attleborough Academy's Performance Management programme.