



## Warden Park

'The Best From All'

**Post Title:** CASUAL PART TIME MINIBUS DRIVER

**Grade:** A1

**Reports to:** Office Manager

**Hours:** Casual, part time, term time only – hours of work usually from 2.00pm (The time commitment will depend on scheduled matches, but prior notice will be given)

**Job Summary:** To be the primary minibus driver for the academy's extra-curricular transport provision; including routine safety checks on the vehicle

**Disclosure Level:** Enhanced

### **JOB DESCRIPTION**

**Under the direction of the Office Manager/Head of PE, the Minibus Driver's principal duties include:**

- Collecting students (age 11-16) from school (afternoons) and dropping them back early evening
- Ensuring that the minibus is kept clean and in good condition, including, but not restricted to:
  - Regular visual inspection/checking of tyres, lights, oil and water etc. A full check list is supplied and training will be given;
  - Ensuring that any additional work required/fault detected is communicated immediately to the Operations & Commercial Manager;
  - Refuelling vehicle as required;
  - Weekly inspection/checking of all minibuses in the school fleet (two in total)
  - Weekly cleaning of the buses both inside.
  - Half-termly cleaning of the outside of the buses.
  - Adhere to all school policies including Health and Safety guidelines for minibus drivers
  - Relevant training
- A willingness to attend relevant training courses as identified and agreed is essential. This will include MIDAS (Minibus Driver Awareness Scheme) and child protection/safeguarding training.

### **Notes:**

- (a) The above responsibilities are subject to the general provisions of the appropriate conditions of service document.
- (b) The detail of the duties will be determined following consultation with the postholder.
- (c) The Academy operates a no smoking policy on campus.

**Other duties**

This job description is not exhaustive. Whilst every effort has been made to explain the main duties, tasks and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a dynamic, and evolving academy/educational environment which requires flexibility and (openness) to change management from all employees.

**Training and Development**

We are committed to the professional development of all our staff.

**Contract/Probationary period**

This appointment will be subject to a probationary period. At the end of this period, provided service has been of a high standard, your appointment will be confirmed. If your service is not satisfactory your employment may be terminated within the probationary period. The school requires 4 weeks' written notice to resign from the post.

**CONFIRMATION OF JOB DESCRIPTION**

**POST:**

**NAME:**

I confirm that I have read this job description and person specification

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.*

**Signatures:**

The job description is current at the date below but will be reviewed on an annual basis and, in consultation with you, may be changed to reflect changes in the job requirements/outcomes which are commensurate with the job title and grade.

Signed..... (Staff Member) Date  
.....

Signed..... (Warden Park Academy)  
Date.....



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**PERSON SPECIFICATION**

**CASUAL PART TIME MINIBUS DRIVER**

<b>Essential Criteria</b>	<b>Measured by</b>
<b>Experience</b> <ul style="list-style-type: none"><li>● Recent experience of working with young people in a similar role</li></ul>	AF
<b>Education, Qualifications, Experience, Training</b> <ul style="list-style-type: none"><li>● Hold a current, clean and valid driving licence with D1 entitlement;</li><li>● Driver Certificate of Professional Competence (CPC) card – desirable but not essential as MIDAS training will be provided;</li><li>● Age 25+ (for insurance purposes).</li><li>● Interest in sport and supporting the development of young people</li></ul>	AF
<b>Personal Qualities</b> <ul style="list-style-type: none"><li>● Patient and helpful;</li><li>● Able to communicate with a range of people;</li><li>● Able to work on own initiative <u>and</u> as part of a team;</li><li>● Reliable and trustworthy;</li><li>● Flexible approach to working arrangements.</li></ul>	AF/I
<b>Knowledge / Skills</b> <ul style="list-style-type: none"><li>● Ability to maintain accurate vehicle records;</li><li>● Competent to carry out daily and weekly vehicle checks and carry out basic maintenance.</li></ul>	AF/I

**Note1:** In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated, these will include:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and
- Attitudes to use of authority and maintaining discipline.

The postholder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.