



## **JOB DESCRIPTION**

**Job Title:** Driver  
**Grade:** A1/A3  
**Reporting to:** Finance and Operations Manager

### **Job Purpose:**

Driving the academy minibuses as required for collections and drop-offs, sports fixtures, trips and visits. May include split shifts.

### **Duties:**

#### **Driving**

- Drive the Academy minibuses to sports fixtures, educational visits and trips as required.
- Complete documentation on daily inspections of the minibuses
- Be responsible for the routine cleaning of the minibuses
- Assist with the supervision of young people

#### **Personal Responsibilities:**

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

#### **Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

# GORSE

Criteria	Essential/ Desirable
<b>Qualifications</b>	<b>E/D</b>
Full Clean Driving License including D1	E
MiDAS certification	D
<b>Knowledge and Skills</b>	<b>E/D</b>
High levels of concentration	E
Ability to stay calm under pressure	E
Time management skills, including the ability to work to deadlines	E
Reliable	E
Able to cope with the demands of the role	E
Good team member	E
Basic Health and Safety regulations	D
Safeguarding regulations	D
<b>Experience</b>	<b>E/D</b>
Experience of working in an academy environment or of working with young people	D
<b>Continuous Professional Development</b>	<b>E/D</b>
Evidence of commitment to Continuing Professional Development	E
<b>Other Conditions</b>	<b>E/D</b>
Enhanced DBS Clearance	E

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