



Location: Colonel Frank Seely Academy, Flatts Lane, Calverton, Nottingham NG14 6JZ

Salary: Redhill Academy Trust Pay Scale, Band 5, Scale Point 28 hourly rate

Hours of work: Casual hours, as and when required

Responsible to: Operations Manager

Post objective: To assist in the provision of an effective and efficient transport service for students of Colonel Frank Seely Academy to and from Park Vale Academy and to transport students on school trips and to sporting fixtures when required. Flexibility on working days is essential due to the nature of the post.

Main Duties and Responsibilities:

- To undertake the safe transportation of passengers and/or equipment to various locations in the school minibus, adhering to all traffic laws at all times.
- Responsible for the health and safety, comfort and welfare of students and staff.
- To carry out regular vehicle safety checks, fuelling, and basic maintenance and cleaning duties accordingly.
- To report any vehicle defects, faults, incidents, accidents or near misses immediately to the Operations Manager.
- To ensure the minibus is in a clean and roadworthy condition before and after use.
- To ensure all mileage logs and other paperwork relating to the minibus is kept up to date and accurate.
- To maintain the school's image; appropriate working attire should be worn at all times and kept in a clean and tidy condition.
- To work within health and safety guidelines and other guidelines that may be issued from time to time.
- Provide assistance to the Site Team during busier times, including responsibilities such as securing and locking up the school site.

General

- To always maintain confidentiality in respect of academy-related matters and to prevent disclosure of confidential or sensitive information.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might reasonably be regarded as within the responsibilities and nature of the post.
- Be prepared to undertake First Aid training and be part of the First Aid team.

This role involves working in regulated activity with children and an Enhanced DBS Clearance is required for this position.



	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none">• Hold a full, clean UK driving licence with D1• Previous experience of driving a minibus / large vehicle• Competent to undertake vehicle checks and carry out basic maintenance	<ul style="list-style-type: none">• Driver's Certificate of Professional Competence (CPC)• Geographical knowledge of the local area
Ability & Skills	<ul style="list-style-type: none">• Pleasant, patient, and helpful personality• Ability to work on own initiative and as part of a team• Ability to work effectively under pressure and maintain a calm demeanour• Ability to communicate with a range of different people• Reliable and trustworthy• Flexible approach to working arrangements• This post will be subject to an Enhanced DBS Disclosure check	
Training	<ul style="list-style-type: none">• Appointed member of staff will be required to complete all relevant training courses for the role including safeguarding, GDPR, competency and proficiency driving tests (in line with our insurance provider requirements)	