



Location: Hall Park Academy, Mansfield Road, Eastwood, Nottingham, NG16 3EA

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

Hours of work: 20 hours per week, term time only

Responsible to: Inclusion Manager/Site manager

Post objective: To drive the minibus as directed for the transport of staff and students for the purpose of school business.

Main Duties and Responsibilities:

- Pick up students from Brinsley (AM) and drop off back in Brinsley (PM)
- Any other minibus driving as required by the school
- Hold a full, clean UK driving licence with D1 (Essential)
- Competent to undertake vehicle checks and carry out basic maintenance (Essential)
- Flexible approach to working arrangements (Essential)
- The post-holder will encounter members of the public, visitors to the academy, contract staff, students etc. Ability to communicate with a range of different people (Essential)

Personal Qualities:

- Pride is taken in achieving an excellent standard of work.
- Helpful and friendly manner.
- Ability to communicate well with other staff.
- Ability to organise your own work.
- Ability to work on your own initiative and as part of a team.
- High level of punctuality and attendance.
- Ability to work additional hours and outside of normal working hours when necessary.

General:

- Liaison with other departments and staff as necessary.
- 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 be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

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