

Job Description

Job title: Minibus Driver
Reports to: Principal
Location: Peninsula East Primary Academy

Role purpose

- The key function is to drive Peninsula East Primary Academy, and other Leigh Academies Trust vehicles in a responsible and competent manner and supervise pupils during journeys.

Key tasks

- Driving Trust vehicles
- Responsible for the health and safety, comfort and welfare of pupils and staff
- Carrying out daily vehicle checks and basic maintenance (checking oil levels etc.)
- Reporting any vehicle defects, faults, incidents and accidents to the Estates Manager
- Ensuring the vehicle is in a clean and roadworthy condition before and after use
- Refuelling the vehicles as required
- Covering for absent colleagues
- Maintaining the schools image; working attire should be worn at all times and kept in a clean and tidy condition
- Working within health and safety guidelines and other guidelines that may be issued from time-to-time
- Attending any relevant training courses as identified and agreed

Person Specification

- Clean driving licence (held for at least 2 years)
- Experience driving a large vehicle
- Pleasant, patient and helpful personality
- An ability to communicate with a range of different people
- Ability to work on own initiative and as part of a team
- Reliable and trustworthy
- Flexible approach to working arrangements and hours if required
- Good organisational ability
- Enjoy working in a school environment

The successful candidate must have the following experience and skills:

- Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence or D1 Restricted (car licence obtained prior to 01/01/1997)
- Age 21+ (for insurance purposes)
- Geographical knowledge of the local area
- Competent to undertake vehicle checks and carry out basic maintenance

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.