**JOB DESCRIPTION**

**Post:** Minibus driver/Site Services Officer

**Salary Level:** G3 - 37 hours per week, TTO plus one week

**Working Hours:** 08:00 – 16:00 (Monday – Friday)

**Responsible to:** Operations Manager / Site Manager

**Job Purpose:** To drive the Lyng Hall School minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times. Also, responsible for assisting site service activities, including janitorial and maintenance, to ensure that the site is safe, well maintained, attractive and a suitable environment for all of the education and community activities.

**Description of Duties and Responsibilities:**

1. To drive the School Minibus for transportation of students and equipment as required and undertake a defensive driving course as designated by the School policy (Defensive driving courses will be arranged and paid for by the School).
2. Responsible for the safety, comfort and welfare of the children.
3. Report any vehicle defects, faults, incidents and accidents
4. Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.
5. Maintain accurate records of the children using the service each day.
6. Maintain and help to promote a good school image, working attire should be worn at all times and kept in a clean and tidy condition
7. To be responsible for the security of the buildings and grounds including routine and non routine opening of the premises and setting of alarms.
8. To ensure that the whole site is kept free of all litter and rubbish including fallen leaves using appropriate machinery.
9. To be proactive in identifying and addressing minor repairs and maintenance issues around the site and buildings and to report any major problems to the Site Manager.
10. To be aware of Health & Safety legislation concerning all site issues and to report any contravention of Health & Safety Regulations to the Operations Manager.
11. To be responsible for the movement of furniture and equipment within the school as required including porterage of parcels and catering.
12. To undertake repair and maintenance work including:
    1. **Genera**l – minor plaster repairs, minor repairs to floor coverings, removal of graffiti, replacing fixtures and fittings eg toilet roll holders, paper towel holders, brackets, shelves, cupboards plus minor repairs to fencing, paths, drives and hard surfaces, minor glazing repairs.
13. To carry out procedures in the event of emergencies and provide assistance in dealing with general enquiries relating to the use of the site and be First Aid trained.
14. To keep paths, steps, walk-ways etc free of snow and ice, and salt and grit as necessary.
15. To maintain the visual cleanliness of school signs, name boards and directional signs.
16. To ensure that contractors on site do not cause a Health and Safety hazard or damage school property in any way and report any such matters to the site Foreman and the School Operations Manager.
17. Take delivery of site stores and materials and equipment, ensuring correct distribution and storage within the school.
18. Monitor and store securely the equipment provided to you for the purpose of your work to ensure that it is kept in good order
19. Ensure an attractive and welcoming site, clear of graffiti, litter and fallen leaves.
20. Ensure that all necessary steps and precautions are taken to prevent driving over paths, grass or other unauthorised areas, where possible, preventing trespass and unauthorised parking.
21. Willingness to be trained as a First Aider and provide First Aid cover as required.
22. Ensure that windows, directional signs, name boards and cycle canopy are cleaned regularly.
23. Carry out procedures in the event of any emergency

The post-holder must carry out his or her duties with full regard to the School’s Equal opportunities Policy,

Health and Safety Policy and to ensure that all duties which include the processing of any personal data are

undertaken in accordance with the Data Protection Act 1998. The post-holder should have knowledge of

and compliance with all other relevant school policies and procedures.

The post-holder will participate in the school’s performance management process as it is applied for all staff.

The post-holder will undertake training as required to fulfil the duties of the post.

The post-holder will perform any such duties as are within the scope and the spirit of the job purpose, the title

of the post, and its grading.