

Job Description

Job Title: Minibus Driver

Location: Thetford Academy

Job title	Minibus Driver (Fixed term until 31st December 2025)
Salary Scale	Support Scale B
Hours of Work	Part time – 20 hours per week
Weeks Worked	39 weeks
Responsible to	Site Manager
Location	Thetford Academy

Main purpose of the role

- To safely transport our pupils and staff to and from a variety of locations, ensuring the safety of passengers and other road users at all times. You will hold a current, clean UK driving licence which enables you to drive a minibus lite.

Organisational relationships

- Line managed by the Site Manager
- Working closely with site staff to ensure health and safety compliance
- Working with students, teachers and support staff

Principal accountabilities and responsibilities

Health and Safety	<ul style="list-style-type: none"> • To undertake the safe transportation of passengers and/or equipment to various locations in the school minibus, or other vehicles as required, adhering to traffic law at all times. • Responsible for the health and safety, comfort and welfare of pupils and staff. • To carry out regular vehicle safety checks, fuelling and basic maintenance and cleaning duties accordingly. • To carry out pre-journey safety checks before every journey, or if on multiple trips in the same vehicle in one day before going out for the first time. • To ensure the minibus is clean and roadworthy before and after use. • Ensure emergency equipment such as fire extinguishers, hammers and first aid boxes are appropriately stocked and stored in the allotted places. • To work within health and safety guidelines and any other guidelines as required and issued. • Ensure pupils and staff safely enter and exit the minibus. • Adhere to relevant Health and Safety guidelines for minibus drivers as supplied by the School or Trust.
Record Keeping and Administration	<ul style="list-style-type: none"> • To support the site manager and Principal's PA in ensuring all mileage logs and other paperwork relating to the school vehicle fleet is kept up to date and accurate.
Training	<ul style="list-style-type: none"> • To attend any relevant training courses as identified as required. • To maintain a full, clean, complete driver's licence which allows the driving of minibus lites.

Safeguarding	<ul style="list-style-type: none"> To support the school's ethos and ensure safeguarding requirements are adhered to at all times.
---------------------	---

Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986.

Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Full, clean driver’s licence which allows driving of minibus lites. • Willingness and ability to complete successfully the Norfolk County Council Minibus Driver Assessment and a Driver’s Occupational Health assessment prior to driving any school vehicle. Please note: Any offer of employment is subject to successfully obtaining this qualification and this assessment will be arranged prior to any commencement of driving duty. 	<ul style="list-style-type: none"> • First Aid Qualification
Experience	<ul style="list-style-type: none"> • Experience of driving a minibus/large vehicle including passengers • Experience of carrying out vehicle checks and basic maintenance • Experience of following stringent guidelines to keep oneself and others safe 	<ul style="list-style-type: none"> • Experience working with children
Skills, Knowledge	<ul style="list-style-type: none"> • Ability to maintain calm and focus when working under pressure. • Ability to communicate with a wide range of people • Reliable and trustworthy 	

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Signature

Date

Name