



Job Description and Person Specification



Minibus Driver

Contract: Permanent

Weeks per Year: 38 Weeks + 1 INSET Day

Grade: 16 PT 2

Responsible to: Assistant Headteacher

Main Purpose

To drive one of the School's minibuses to transport children safely to and from school in a responsible and competent manner, ensuring the safety of the passengers, other road users and members of the public. The postholder may also support the Inclusion and Site teams on occasion with collecting absent students, supporting colleagues with welfare checks (driver) and collecting and delivering items within the local area.

Main Duties and Responsibilities

Driving:

- Collect students before the start of the school day from specified locations along the given route, arriving at school by 8.25am.
- Drive the school minibuses in compliance with all motoring laws, with due care and attention and in accordance with minibus training.
- Responsible for the safety, comfort and welfare of the children. All passengers must have their seat belts fastened at all times on the vehicle.
- Prior to all journeys, carry out safety checks of the vehicle.
- Undertake weekly vehicle internal and external inspections to ensure vehicles are safe and in a roadworthy condition in accordance with the inspection schedule.
- Maintain accurate records of vehicle usage for each journey.
- Maintain accurate records of the children using the service each day, promptly flagging any missing children as required.
- Where delays to the timetable are expected, to safely contact the Attendance Officer.
- Refuel vehicles as required, ensuring fuel tanks are maintained above 1/3 full at all times.
- Ensure vehicles are internally and externally clean at all times.
- Collect and deliver parcels and other goods as directed by the Site Manager.
- Collect absent students and support welfare checks (driver) as directed by the Inclusion Lead.
- Report all health and safety issues, near misses, accidents, and hazards to the Premises Team Leader and/or the Head of Estates & Facilities in accordance with procedures.

Continuing Professional Development:

- Attend and complete driver training and assessment as required by the role.
- Attend relevant child safeguarding training and other mandatory induction training as required by the school.
- Evaluate own professional performance and be committed to improving own practice through appropriate training and development.
- Engage actively in the performance review process. EMIT 07 25 Page 2 of 3

Wadham School is committed to safeguarding and promoting the welfare of children. Rigorous checks will be made of the successful applicant's background credentials, including enhanced DBS checks and information in the public domain on social media platforms.

General:

- Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- Where appropriate, conduct and document risk assessments.
- To participate in staff meetings, INSETs and additional School functions as required.
- Actively promote and model good practice in equality, diversity, and inclusion, and to support and uphold fundamental British values.
- To promote and uphold the ethos and values of Wadham School.
- To adhere to all School policies, procedures, and risk assessments, including safeguarding, child protection and health and safety.

Other Duties

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with the School's policies and procedures.

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications and Training	<ul style="list-style-type: none"> • Full clean UK driving licence with Category D1 or Category PCV. • Willingness to undertake regular minibus training 	<ul style="list-style-type: none"> • Evidence of continuing and relevant professional development
Experience	<ul style="list-style-type: none"> • Experience and confident in driving a minibus or similar e.g. large van. • Two years' driving experience. 	<ul style="list-style-type: none"> • Experience in working within a school or educational environment. • Minibus driving experience
Skills and Knowledge	<ul style="list-style-type: none"> • Good communication and customer service skills. • Ability to maintain accurate vehicle and user records. • Competence to undertake daily and weekly vehicle checks and carry out basic maintenance. • Aptitude to understand and follow instructions. • Understanding of and commitment to safeguarding. • Understanding of health and safety. 	<ul style="list-style-type: none"> • Geographical knowledge of the area. • Knowledge of Health & Safety Regulations
Behavioural Competencies and Qualities	<ul style="list-style-type: none"> • Proactive, approachable, friendly and professional. • Punctual, reliable and trustworthy. • Ability to communicate with and relate to children and be sensitive to their needs. • Ability to work both alone and within a team to achieve specified standards. • Able to remain calm and professional in all situations. 	

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Notes

This job description is not intended to be a comprehensive statement of procedures and responsibilities but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. The post holder shall be required to carry out other duties as necessary and required to meet the changing needs of the school.

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