



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Minibus Driver</b>
<b>Scale:</b>	<b>SCP 1 - 5 (£18,333 - £19,650 per annum)</b>
<b>Actual Salary:</b>	<b>£15,211 - £16,304 per annum</b>
<b>Contract:</b>	<b>37 hours per week, term time only</b> (7.30am - 3.30pm Monday to Thursday and 7.30am - 3.00pm on Fridays in the first instance)
<b>Responsible to:</b>	<b>Principal</b>

### **Purpose of the job:**

To operate a before and after school minibus service, collecting and dropping-off students as directed. To support the academy with any other driving duties commensurate with the post as directed by line manager.

### **Duties and responsibilities:**

- Conduct a daily inspection of the school bus, prior to setting off on a journey, to ensure roadworthiness, serviceability and duty of care.
- Complete a daily and weekly inspection list on the vehicle.
- Monitor the cleanliness of the vehicle and ensuring the bus is regularly cleaned internally and externally.
- Check petrol and fluid levels, to ensure efficiency and safety.
- Report any concerns with regard to the road worthiness of the vehicle to the Facilities Manager.
- Driving the school bus in an appropriate manner with due regard to safety and speed limits.
- Supervise students on the school bus to ensure safety (including checks to ensure seatbelts and head rests are being used appropriately and that the students remain in their seats at all times).
- Enforce the school minibus policy and the reporting of any incidents or unsatisfactory behaviour to the Senior Leadership Team / Behaviour Lead
- Communicate, using agreed school protocols, with parents of pupils on the bus to ensure efficient and safe practice.
- Collect and drop-off students at designated locations and times.
- Deal with accidents/incidents and reporting them to line manager as appropriate.

- Any other relevant and appropriate occasional duties that may be required by line manager.

#### **Other specific duties and responsibilities**

- To participate in professional and personal development programmes as required, including training and performance review
- To contribute to team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities
- To contribute to the overall ethos/work/aims of the academy
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person
- To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of senior leadership team
- To support the Academy's Equality and Diversity Policy
- To appreciate and support the work of other professionals
- To fulfil any necessary clerical tasks associated with the responsibilities of the post.
- To undertake any other duties commensurate with the grade of the post

#### **Any special conditions of service:**

- No smoking policy.
- Requirement to occasionally work outside of academy hours and off academy premises as required by the academy.
- There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check

## PERSON SPECIFICATION

**Job Title:** Minibus Driver

**Scale:** SCP 1 - 5

The Rodillian Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	How assessed*
<b>Experience / Qualifications</b>			
1.1 Experience of driving a 17 seater minibus	✓		AF/IV/R
1.2 A Full clean driving licence	✓		AF/IV/R
1.3 Category D1 qualification	✓		AF/IV/R
1.4 Child Protection and Safeguarding Training		✓	AF/IV/R
<b>Skills &amp; Knowledge</b>			
2.1 Ability to work on own initiative and as part of a team	✓		AF/IV/R
2.2 Ability to communicate effectively and appropriately with staff, adults and students	✓		IV/R
2.3 Ability to conduct a daily inspection and complete an inspection checklist and file record appropriately	✓		IV/R
<b>Disposition &amp; Personal Attributes</b>			
3.1 Commitment to supplying an outstanding quality service to staff, students and general public	✓		IV
3.2 A positive and flexible approach to work, with a willingness to work in different areas across academy along with additional/alternative hours as and when required	✓		IV
3.4 A commitment to Safeguarding and Child Protection regulations and procedures.	✓		IV

\*Key to how skills are assessed AF = Application Form IV = Interview R = References

### OTHER CONDITIONS OF EMPLOYMENT:

- Enhanced DBS Check
- Satisfactory References
- Pre-employment Health Check