



Job Description

Post title	School Driver
Job Evaluation	A5853
Grade	Grade 1 (£24,796 pro-rata)
School Name	Durham Johnston Comprehensive School
Reporting to	Resources Manager and Director of Finance and Operations
Contract details:	1 Year Fixed Term contract
Working Time:	Term time only (38 weeks) 7.5 hours per week 7.15am – 8.45am Monday to Friday
Location	Your normal place of work will be Durham Johnston Comprehensive School
Disclosure and Barring Service (DBS)	This post is subject to an Enhanced Disclosure. This post is exempt from the Rehabilitation of Offenders Act 1974. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Description of role

- To provide a driving service for the school vehicles / minibus on a daily basis, whilst maintaining valid appropriate licenses:
 - Ensuring appropriate vehicle safety checks are carried out according to schedules;
 - Ensuring vehicles are kept clean and tidy;
 - Ensuring vehicles are refuelled as appropriate;
 - Ensuring maintenance and servicing is carried out according to manufacturer/lease company recommendations;
 - Ensuring compliance with Durham County Council and school health & safety guidance & risk assessments.
- To attend any training courses relevant to the post;
- Ability to present oneself as a role model to pupils, dress, behaviour and attitude, development;
- To ensure staff are fully informed of incidents and accidents;
- To communicate effectively and appropriately with pupils, parents/carers and staff, maintaining a professional manner at all times.

The Post holder may undertake any other duties as directed by their line manager / Headteacher that may be varied from time to time to meet the changing demands of the school.

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 duties as set out.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedure and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.