

MINIBUS DRIVER JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Minibus Driver	Location	Wrenn School
Salary	Scale point 2, points 3-4 £2,900 - £2,946 per annum £13.28 - £13.48 per hour (£25,614 - £26,016 FTE per annum)	Hours	38 weeks per year – term time only 5 hours per week 7.40am to 8.40am
Department	Support Staff	Reports To	Administration Manager

JOB PURPOSE:

To be employed for driving the school minibus primarily to support with the local transport of students to school in the morning during term time.

KEY RESPONSIBILITIES AND DUTIES:

AREAS OF RESPONSIBILITY

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- Undertaking local transportation requirements as required by the school, ensuring that students arrive at school on time each day.
- Complying with all statutory and school regulations regarding the driving of school vehicles.
- Liaising with the Administration Manager on a regular basis, to manage issues as they arise.
- Behaving in an appropriate manner so as to present a good image of the school to students, parents and members of the public.
- Clean and refuel allocated vehicle/s on a regular basis.
- Undertake any related tasks that may reasonably be requested by the Administration Manager
- Work as a team member and be prepared to support colleagues during busy periods.
- Willingness to work additional hours at other times would be beneficial to support school events.

SCHOOL ETHOS AND COMMUNITY

- Reinforce and instil clear standards for and throughout the school.
- Promote the school's unique identity and celebrate its achievements.
- To be a positive role model of the values and behaviours that underpin the school vision.

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Develop strong, positive relationships with Creative Education Trust colleagues.
- Undertake any other reasonable duties deemed appropriate to the role.

PERSONAL QUALITIES

- Must be adaptable, flexible and change agile.
- High level interpersonal and communication skills.

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- Commitment to inclusive education providing opportunity for achievement for all.
- Integrity, openness, energy and enthusiasm.

JOB REQUIREMENTS		
	Essential	Desirable
QUALIFICATIONS	• Possess a clean, full, valid British driving licence with category D1 (minibuses).	
EXPERIENCE	• Possess previous driving/minibus driving experience.	• Experience of working with children within an educational setting.
KNOWLEDGE AND UNDERSTANDING	• Basic ICT skills. • Knowledge of safeguarding children	• First aid qualification
SKILLS AND PERSONAL ATTRIBUTES	• Confident and efficient in managing behaviour. • Focused on ensuring all children are safe and well cared for. • Ability to relate to young people in an empathetic manner. • Excellent communication skills. • Strong interpersonal skills.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this

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commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

