

JOB DESCRIPTION

Post title: Minibus Driver

Grade/salary: Grade 2

Reports to: Academy Director

Direct report(s): None

Position: Part-time (20 hrs pw), term time (44.4 weeks)

PURPOSE OF THE POST

The primary role of a minibus driver is to undertake the safe transport of students on designated routes, driving in such a way as to ensure compliance with all motoring laws and showing consideration for other road users at all times. This will be done under the day-to-day direction of the Academy Operations Manager.

MAIN DUTIES AND RESPONSIBILITIES

- Conduct daily walk-round visual safety inspection and weekly under-bonnet fluid level check on the vehicle allocated to ensure that it is in a safe and roadworthy condition at all times
- Report promptly any defects or damage to the AOM
- Maintain an accurate mileage and attendance record for every journey
- Ensure that the allocated vehicle is adequately fuelled
- Undertake driver training and assessment as required
- Conduct from time to time, any other duties as may be required but within the scope of this job profile
- Ensure vehicle is always left safe and secure when parked.
- Adhere to and ensure compliance with the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk(s) to the safety or welfare of children in the academy, these concerns must be reported to the school's Designated Safeguarding Lead.
- Ensure the provision of a safe and secure working environment, in keeping with legal requirements.
- Comply with DALP/Academy Health & Safety policies, procedures and risk assessments.

Personal Professional Development

- To continue personal development as agreed in performance management.
- To engage actively in the performance review process.
- To address the performance management targets set by the line manager.

Other Specific Duties

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Signature (Academy Director):.....

Date:

Signature (post holder):

Date:

PERSON SPECIFICATION

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
Good numerical and literacy skills to GCSE standard or equivalent.		✓	Application form
Experience, knowledge and understanding			
D1 driving Licence	✓		Application form / Interview / References
Experience of working in an educational setting		✓	
Personal attributes and qualities			
Reliable, friendly and approachable	✓		Interview
Good planning and organisational skills with the ability to manage conflicting demands	✓		
Able to take initiative/seek advice as appropriate	✓		
Other			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post.	✓		