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| **JOB DESCRIPTION** |

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| **School** | **Rode and Norton St Philip School Federation** |
| **Job Title:** | **School Minibus Driver** |
| **Grade & hours** | **Grade 15. Point 4 £10.98 p/h Term Time only (38weeks) paid 47.91 weeks.**  **Actual Salary: £2,630.76 per year.**  **5 hours a week on a Monday and Tuesday ONLY as follows.**     * 0800-0915 * 1445-1600 |
| **Reports To:** | **Head Teacher & Business Manager** |
| **Main Purpose of Job:**  The post holder will drive the designated school minibus transporting pupils between collection/drop off points and school establishments or other designated locations as directed. | |
| **MAIN DUTIES:**   * To drive the vehicle and ensure the safe transfer of pupils between collection/drop off points as directed.      * To ensure children are left with their parents or a member of teaching staff when dropped at each school site. * To conduct daily pre-use checks and record appropriately * To drive in a safe and appropriate manner in accordance with Road Transport and Road Traffic legislation * To assisting passengers on/off the vehicle, opening and closing doors and offering appropriate physical care and support, as necessary. * To conduct weekly safety checks, record and report defects to the Business Manager. * To take appropriate action to prevent “bullying or abusive behaviour” and report any action as necessary. * To ensure appropriate safe practices whilst on the vehicle e.g., seat belt operation and good behaviour * To undertake the cleaning of the minibus once a month, or as required * To attend relevant training opportunities * To be responsible for any other activities considered to be proportionate with the role and responsibilities of the post. * The post holder will be expected to act as an adult role model and support school policies at all times. | |
| **SUPERVISION AND WORK PLANNING**  The Minibus Driver will **not** be required to supervise staff within the school but will need to work with the Headteacher and Business Manager on the logistical arrangements for the transport of children. It will be compulsory for the Driver to supervise children at all times. | |
| **PROBLEMS AND DECISIONS**  The Driver will be required to resolve day-to-day issues of a practical or routine nature amongst the children but issues of an operational or organisational nature should be referred to the Headteacher or Business Manager. | |
| **KNOWLEDGE, EXPERIENCE AND TRAINING**  It is essential that the post holder has attended and passed the Local Authority Minibus Driver course. In addition, the post holder would need to be able to demonstrate that they have the knowledge, experience and ability to do the job and satisfy an enhanced disclosure with the Criminal and Barring Service. Knowledge of Child Protection procedures is essential to this post and a qualification in First Aid would be desirable. | |
| **WORKING ENVIRONMENT**  The working environment will be driving and dealing with the safety checks and having a working understanding of what to do in an emergency. | |
| **GENERAL**  This job description only contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. Duties may vary from time to time without changing the character of the post or the level of responsibility.  **SPECIAL NOTES OR CONDITIONS**  The post holder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. **The post-holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.**  Whilst the school hours are set, it is inevitable that other duties will be required from time to time. The post holder should be willing to work flexibly to deal effectively with such eventualities.  All drivers must possess a full clean driving license for at least 2 years and be over the age of 21. A special category D1 is needed to drive the Minibus:   * If you passed your test before 1st January 1997, you’ll automatically have category D1 on your licence. * If you passed your test after this date, you will need to apply to have D1 added to your licence via a theory and practical test which will be organised by the school. | |
| **Person Specification and Skills:** | |
| * Ability to communicate with children. * Ability to build good relationships with children, their teachers and other support staff. * Have good listening, speaking, explaining and writing skills. * Be patient, tolerant and able to work in a team. * Be creative and imaginative. * Have good organisation skills. * Work positively, effectively and enthusiastically as part of a whole school team. * Ability to act on own initiative. * Be committed to equality of opportunity and diversity. * Ability to respond to change positively. * Ability to be flexible and to always maintain confidentiality. * Committed to personal and school development. * Committed to the development of play opportunities for children of all abilities. * Ability to recognise and manage stress. | |