



## St Ralph Sherwin Catholic Multi Academy Trust

### Job Description

#### Minibus Driver

<b>Reporting to:</b>	Headteacher
<b>Liaising with:</b>	This post involves working with the Headteacher and the wider school team where necessary.
<b>Grade/Salary:</b>	SRS Band 2 SCP 3-5
<b>Hours of work:</b>	7.5 Hrs/week over 39 weeks per year
<b>Job Type:</b>	Part Time, Fixed Term

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#### Main Purpose:

To drive the school minibus in a responsible and competent manner, ensuring the safety of passengers, other road users, members of the public and yourself at all times.

#### Specific Responsibilities

- Driving school vehicle.
- Responsible for the safety, comfort and welfare of the children.
- Carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance.
- Report any vehicle defects, faults, incidents and accidents.
- Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuel vehicles as required.
- Maintain accurate records of vehicle usage.
- Maintain accurate records of the children using the service each day.
- Maintain and help to promote a good school image, working attire should be worn at all times and kept in a clean and tidy condition.
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time.
- Work within the constraints and guidelines as set out in the school handbook.



- To undertake any other associated duties as required by the school office/Estates team or Headteacher.
- Plan alternative road routes to and from school when necessary and keeping parents informed of any changes.

### **Training**

- Attend relevant training courses as identified and agreed, this will include Minibus Driver Awareness Scheme (MiDAS) training.
- First Aid at work.
- Safeguarding KCSIE.
- Be a positive influence on the climate and culture of the Academy and show a positive example at all times.
- Support the Catholic ethos of the Academy.
- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and copyright, reporting all concerns to the Headteacher.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Academy.
- Appreciate and support the role of other professionals.

*The St Ralph Sherwin Catholic 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. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*



**Person Specification**

**Minibus Driver**

<b>A. Training &amp; Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level of numeracy and literacy sufficient to carry out the duties of the posts.	A	
Clean Driving Licence	A	
First Aid training (or willingness to complete it)	A & I	
Commitment to ongoing professional development	A	

<b>B. Experience</b>	<b>Essential</b>	<b>Desirable</b>
Hold a current, clean and valid driving licence D1 unrestricted or a PSV licence, D1 restricted (car licence obtained prior to 01/01/1997) considered	A & I	
Capability to maintain accurate vehicle and user records.	A & I	
Competent to undertake daily and weekly vehicle checks and carry out basic maintenance	A & I	
MiDAS trained		A
PCV licence holder		A

<b>C. Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Pleasant approachable personality.	A & I	
Ability to work on own initiative and as part of a team.	A & I	
An ability to communicate with a range of people	A & I	
Ability to keep control of children	A & I	
Reliable and trustworthy.	A & I	
Honest, sense of responsibility and confidentiality.	A & I	
Flexible approach to working arrangements	A & I	
Sensitivity to user needs	A & I	



Willing to undertake training as appropriate.	A & I	
Willing to undertake additional training to enhance the services delivered by school.	A & I	
Commitment to safeguarding, equality, diversity and inclusion	I	

<b>D. Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to support Catholic life in schools	I	
Emotional resilience	I	
Ability to self-evaluate and reflect	I	
Ability to be respectful and promote equality of opportunity and diversity	I	

<b>E. Safeguarding &amp; Equality</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Enhanced DBS Check & Online Check	I	
Aware of equal opportunities in relation to this role	I	