Norwich School
Minibus Driver

JOB DESCRIPTION

Job Title: **Minibus Driver**
Reports to: **Transport & Logistics Manager**

Role purpose:

To operate the school minibuses and provide a collection and delivery service for school staff and pupils. You will report directly to the Transport & Logistics Manager.

Specific Responsibilities:

- Drive school minibuses for collection and delivery of pupils as directed by the Transport & Logistics Manager.
- To assist with maintenance of the fleet of school minibuses drawing any concerns to the attention of the Transport & Logistics Manager and delivering/collecting to maintenance depots where required.
- To complete daily vehicle safety checks, mileage logbooks and pupil registers.
- To provide a courteous, friendly service to all stakeholders both internal and external.

Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

Other:

- Participate in training and other learning activities as required, and in the Probation and Professional Development Review process.
- Undertaking other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Transport and Logistics manager, the Head of Operations or the Head.

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PERSON SPECIFICATION

	Essential	Desirable
Experience		
Previous experience in a similar role		x
Basic skills and competencies		
Full UK manual driving licence with D1 entitlement	x	
Full PCV/PSV Licence (Category D Entitlement)		x
Must hold a current and valid CPC Drivers Card and Digital Tachograph Card		x
To comply with The Highway Code and Road Traffic Act at all times	x	
Personal Qualities		
Understand and comply with Child Protection procedures	x	
Well Presented	x	
Good communication skills	x	
Availability and flexibility to work varied start and end times.	x	

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SALARY AND BENEFITS

Salary and Working Pattern

We are looking to appoint two Minibus Drivers in the following part time, permanent positions:

25 hours per week, during term time only, which is 34 weeks per annum. Working hours will be Monday to Friday, 7am to 9:30am and 3pm to 5:30pm. The salary for this position is £14,053 per annum (based on a full time equivalent of £29,145 per annum).

20 hours per week, during term time only, which is 34 weeks per annum. Working hours will be Monday to Friday, 3pm to 7pm. The salary for this position is £11,241 per annum (based on a full time equivalent of £29,145 per annum).

Additional overtime hours are likely to be available during term time by mutual agreement, subject to the operational needs of the school.

Flexibility in working hours and pattern is required to meet the changing needs of the school.

Pension
Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare
Staff may benefit from a heavily subsidised private healthcare plan. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Lunch
Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes
Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space, but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various park and ride car parks as well as for other parts of the city and county. The Norwich mainline train station in only 5-10 minutes' walk from the school.