

Queenswood

PERSON SPECIFICATION
AND JOB DESCRIPTION



School Driver



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: School Driver

Reporting to: Operations Manager (Transport)

Job Outline:

The primary objective of the role is to safely transport pupils to and from school during term time, ensuring they arrive promptly for the start of the school day and are collected on time at the end of the day. The post-holder has a clear duty of care and is responsible for safeguarding, as well as ensuring the safety, comfort, and welfare of pupils at all times while in transit. The role may also involve undertaking any other reasonable driving duties, in accordance with safeguarding, health and safety, and school policies.

Main Responsibilities and Duties:

Pupil Transport	<ul style="list-style-type: none">• Ensure the safety of all passengers, other road users, and general public at all times.• Maintain a calm, positive, and well-managed environment within the vehicle.• No direct agreement with parents for picking up and dropping off pupils at any points not agreed at the time of booking with the Transport Team.• Do not allow additional students who have not pre-booked a trip onto the vehicle without checking with the Transport Office.
Routes	<ul style="list-style-type: none">• Routes may include a combination of London driving and local rural areas.• The school's transport catchment area is extensive and varied.• To drive to pick up points as indicated by daily route.• Routes operate to a pre-agreed weekly schedule, though changes may be required.
Vehicle and Safety Responsibilities	<ul style="list-style-type: none">• Conduct daily pre-trip vehicle inspections to ensure no faults.• Report any defects or concerns promptly to the Transport Office.• Maintain vehicle cleanliness and roadworthiness at all times.• Ensure the vehicle is parked in a safe and legally permissible location, the engine is switched off, the vehicle is securely locked, and the keys safely retained by the driver.
Student Conduct and Safeguarding	<ul style="list-style-type: none">• Promote good behaviour and act as a positive role model for pupils.• Manage student conduct calmly and appropriately in line with school expectations.• Report all complaints and incidences with pupils, parents, or the public to the Operations Manager (Transport) at the earliest opportunity.
Communication and Professional Conduct	<ul style="list-style-type: none">• Act as a front-of-house representative of the school.• Dress smartly (and comfortably) and behave courteously at all times.• Establish and maintain effective communication channels and efficient/effective working relationships with other members of the Transport Team, colleagues and third parties.• Attend all mandatory annual staff training to ensure compliance with school policies and procedures.
Technology	<ul style="list-style-type: none">• Use a school-provided tablet for GPS navigation and to access school transport systems, including email, Outlook and Teams, in accordance with school policies.• May be required on occasion, to contact parents, but only on School devices.

Person Specification:

	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria
Qualifications	A Standard Category B Driving Licence	D1 licence required for bigger vehicles if and when needed – Herts minibus assessment required.
Experience	At least 3 years driving experience	
Skills	Reliability, punctuality and responsibility	Excellent customer service and communication skills. Ability to adapt to changing schedules and situations.
Knowledge	Understanding and respect for Traffic Laws	Knowledge of routes covered
Personal Competencies and Qualities	Patient, calm and professional under pressure. Commitment to pupil safety and wellbeing.	

Additional Information:

This job description sets out the main responsibilities and duties of the post at the current time. It is not intended to provide an exhaustive list of all tasks, and the post-holder may be required to undertake any additional duties that are reasonably consistent with the role, as directed by the School. The School reserves the right to amend this job description from time to time, to reflect changes in the requirements of the role. The job description will be reviewed as part of the School's annual performance management process.

Daily Working Hours (Estimated Hours):

Working 27.5 hours per week, term time only of 34 weeks per year.

Morning	Monday to Friday	06:00am – 08:45am
Afternoon	Monday to Thursday Friday	17:45pm – 20:30pm 16:15pm – 19:00pm

Overtime:

There is the possibility of overtime during the school day and weekends if desired, to help cover Sports trips, medical runs, airport transfers and boarding trips throughout the year but predominantly in term time. Overtime sheet will be used to record these additional hours.

Holiday:

As a part year worker, you are entitled to all school holidays or holidays with pay. The holiday year runs from 1 September to 31 August each year. You are entitled to paid holiday which shall accrue at the rate of 12.07% of hours worked. **Time off during term time for holidays is not permitted.**

Additional Benefits:

- Allocated School car to be provided to cover working hours not for personal use.
- Daily Breakfast after morning drive provided and encouraged.
- A fuel card will be provided for the vehicle, which can be used at any fuel station for convenience.
- Access to a local car wash will be available to support the maintenance and cleanliness of vehicle.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role is considered as working with high level safeguarding responsibilities and access to children. Full safeguarding checks will be made on the successful applicant. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.