

JOB DESCRIPTION

Minibus Driver & Site Assistant

Grade

Grade 5

Purpose

To undertake a range of duties relating to the grounds, buildings, environment and their users, maintaining safety and security and ensuring essential maintenance and repair works are completed on a priority basis under the direction of the Business Manager and/or Trust Estates Manager. The postholder will also support student travel to and from school and off-site activities using school vehicles.

Staff Responsibilities

The postholder has no formal line management responsibility. Staff group: Support Staff.

Deployment

Fixed-site.

Financial Accountability

No budgetary responsibility.

Key accountabilities

- Maintain safe, secure and well-maintained school premises, grounds and facilities to support effective teaching and learning.
- Ensure site services, maintenance activities and refurbishment works are delivered efficiently and safely.

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- Support compliance with health and safety, fire safety, security and statutory requirements.
- Coordinate and monitor contractors and maintenance activities to maintain high operational standards.
- Support student transport arrangements using school vehicles.
- Maintain accurate records and documentation.
- Build positive relationships with stakeholders.
- Uphold safeguarding, confidentiality and professional standards at all times.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all. The postholder will also maintain positive and supportive relationships with students, staff, parents, businesses, community representatives, contractors and other stakeholders.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Support the effective operation of the school environment to enable high-quality teaching and learning.

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- Assist in ensuring facilities, buildings and grounds remain safe, secure and fit for purpose to support educational activities.
- Support student travel to and from school and off-site activities using school vehicles to support safe access to learning opportunities.

Assessment

- Maintain accurate records relating to site inspections, statutory testing and maintenance activities.
- Monitor work requests and ensure maintenance tasks and minor works are recorded and progressed in a timely manner.
- Carry out regular inspections of buildings, grounds and equipment, maintaining accurate records where required.

Behaviour Management and Student Wellbeing

- Maintain a safe, secure and welcoming environment for students, staff and visitors.
- Act as a key holder for the school.
- Respond to unforeseen events and take responsibility for the alarm system, ensuring it is activated when the school is closed.
- Maintain a working knowledge of the school's intruder and fire alarm systems.
- Use the school CCTV system appropriately to support site security and assist staff in reviewing incidents.
- Support the school leadership team with fire drills, evacuations and lockdown procedures in the absence of the Site Controller.
- Maintain the Fire Safety Logbook.
- Retain confidentiality in relation to all aspects of school life.
- Promote safeguarding, equality and the welfare of children and young people in all aspects of the role.

Pastoral and Inclusion

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- Contribute to a safe and inclusive environment that supports the wellbeing of all to support student safety and inclusion.
- Develop and maintain positive and supportive relationships with students, staff, parents, carers, businesses, community partners and other stakeholders.

Trust Culture

- Engage positively with training and development opportunities to enhance professional effectiveness.
- Work collaboratively with colleagues and contractors to maintain high standards across the site.
- Demonstrate flexibility by undertaking aspects of colleagues' work of a similar or lower level of complexity when required.

Other

- Undertake practical and proactive involvement in site security, maintenance and refurbishment activities where necessary or where this provides the most cost-effective solution.
- Assist in maintaining an effective premises service that meets the changing needs of the school.
- Delegate tasks as appropriate to other site staff or external contractors, ensuring health and safety requirements are strictly adhered to
- Assist the Estates Manager in preparing documentation, specifications and tender information for small to medium-sized projects.
- Develop appropriate monitoring procedures to ensure sites are kept clean, safe, well maintained and appropriately stocked with necessary supplies.
- Instruct and supervise grounds contractors to ensure school grounds are maintained to a high standard.
- Contribute to ensuring the premises function operates efficiently and effectively so that the site is maintained to a high standard.
- Inspect and maintain school minibuses and other vehicles, carrying out required checks.

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- Carry out relevant health and safety checks, including legionella monitoring, fire alarm testing and portable appliance testing, under the guidance of the Site Controller.
- Set and disarm intruder alarms in accordance with school procedures and report faults or failures as required.
- Undertake any other duties reasonably commensurate with the nature and grade of the post following consultation with the postholder.

Other requirements and responsibilities

- Enhanced Disclosure and Barring Service (DBS) clearance is required.
- The postholder is expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- The postholder must comply with all safeguarding, health and safety, security, confidentiality and statutory requirements relevant to the role.
- The Trust retains the right to implement changes to job descriptions to reflect changes in the demands of the post following appropriate consultation.