

## **Job Description**

**Post Title:** Vehicle Driver

**Location:** St Giles Spencer Academy

**Salary/Pay Range:** NJC 4

**Hours of work:** 14 hours per week, TTO (x2 days a week)

**Reporting to:** Senior Operations Manager and Site Manager

### **Purpose of Role**

To drive the school vehicle in a responsible and competent manner and supervise children, where necessary.

### **Main Duties and Responsibilities**

You will be required to carry out the following duties:

- Drive school and / or Spencer Academies Trust (SAT) minibuses and people-carriers.
- Responsible for the health and safety, comfort and welfare of pupils and staff.
- Carrying out daily vehicle checks and basic maintenance (checking oil levels etc.).
- Reporting any vehicle defects, faults, incidents and accidents to the Academy Business Manager and Site Manager.
- Ensuring the vehicle is kept clean, tidy and in a roadworthy condition before and after use.
- Refuelling the vehicles, as required.
- Maintaining the academy image; appropriate attire should be worn at all time and kept in a clean and tidy condition.
- To carry out Banksperson duty on the school site.
- Working within health and safety guidelines and other guidelines may be issued from time-to-time.
- Attending any relevant training course as identified and agreed.

The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

### **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.

- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

## **Person Specification**

Person Specification	Essential	Desirable
<b>Qualifications and experience</b>		
Good standard of education especially with regard to literacy and numeracy. Previous experience in an educational environment. Previous experience of working with children with special educational needs. Experience of driving a large vehicle. Clean driving license (held for at least 2 years). Hold a current, clean and valid driving license D1 unrestricted or a PBVC driving license or D1 restricted (car license obtained prior to 01/01/1997). Age 25+ (for insurance purposes). Hold a valid MIDAS certificate.	✓  ✓ ✓ ✓ ✓ ✓ ✓	✓  ✓ ✓
<b>Knowledge and skills</b>		
Ability to work calmly under pressure. Ability to communicate clearly orally and in writing. Ability to work collaboratively with others. Working knowledge of a range of administration procedures. Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems. Experience of driving a large vehicle. Competent to undertake vehicle checks and carry out basic maintenance.	✓  ✓ ✓ ✓ ✓ ✓	✓  ✓ ✓
<b>Personal qualities</b>		
Excellent interpersonal skills, the ability to maintain strict confidentiality. A diplomatic and patient approach. Efficient and meticulous in organisation. Able to follow direction. Able to work flexible, adopt a hands-on-approach and respond to unplanned situations. Commitment to the highest standards of child protection and safeguarding. Recognition of the importance of personal responsibility for health and safety. Commitment to the Trust's ethos, aims and whole community. Ability to work on own initiative and as part of a team.	✓  ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

Reliable and trustworthy. Enjoy working in a school environment.	✓	
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