

ROLE PROFILE

#RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



www.rklt.co.uk/careers



*Red Kite Learning Trust is committed to supporting work–life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

Job Title:	Minibus Driver	School:	Rossett School
Salary Grade:	Band 3 SCP 3	Working Hours:	30 hours per week
Contract Type:	Permanent, Term Time only + 2 Training Days	Location:	Harrogate

Responsible to: Headteacher

Role summary: Responsible for the daily safety checks on the minibus vehicle and to collect students along a certain route to bring them to school and carry out the return journey on a daily basis.

Special conditions of service:

No smoking policy, including e-cigarettes/vaping.

Role specific responsibilities:

- To adhere to the Minibus policy
- Undertake daily safety checks on the vehicle
- Transport students to and from Rossett School
- Supervise students to enable safe journeys, managing any behaviour issues in accordance with school policy
- Maintain the vehicle to a high standard, ensuring cleanliness and in a good state of repair
- Report any vehicle defects, faults, incidents and accidents in accordance with procedures
- Refuel the vehicle as necessary
- Drive the minibus in compliance with motoring laws, with due care and attention and in accordance with minibus training
- Have full regard to inclement weather implications and adhere to protocols to manage any issues
- Undertake Minibus MIDAS training and any other related training such as First Aid
- Willing to undertake additional trips in support to other school activities if available
- Undertake all other reasonable tasks as required to fulfil the role of minibus driver

All colleagues, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.



RK People responsibilities:

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.

Our Trust Mission
Nurturing ambition, delivering excellence and enriching children's lives.

Our Trust Values

- Collaboration**
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.
- Integrity**
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.
- Respect**
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals

- We champion learning**
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.
- We promote wellbeing**
Ensuring the wellbeing of every child and member of staff in our Trust.
- We invest in our people**
Supporting every member of staff throughout their career to be the best that they can be.
- We innovate with technology**
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.
- We are our Trust**
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

RED KITE LEARNING TRUST

PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	*	
Highly effective communication skills	*	
Reliability in all aspects of work and conduct	*	
Good organisational skills and high levels of self-motivation	*	
Ability to effectively around young people	*	
Take initiative and work independently	*	



Ability to contribute to wider school life	*	
High level of skill in dealing with issues relating to student behaviour	*	
Willingness to proactively take part in training. Take responsibility for and be keen to improve upon own professional development	*	
Qualifications, Knowledge and Experience	Essential	Desirable
Full, clean driving licence	*	
High level driving skill	*	
Ability to pass minibus driver training	*	
Impeccable driving history	*	
Advanced motorist		*
First Aid trained		*
Safeguarding and Promoting the Welfare of Pupils	Essential	Desirable
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

