

## Arden Multi Academy Trust



### Job Description

<b>Job Title:</b>	<b>Mini Bus Driver</b>
<b>Location:</b>	Park Hall Academy
<b>Salary Band</b>	£12.85 per hour, plus holiday pay
<b>Contract</b>	Temporary
<b>Line Manager:</b>	Trust Facilities Manager

### Hours of work:

#### Week 1

Monday and Tuesday (10:45am to 1:45pm)

Thursday and Friday (8:00am to 11:30am and 1:40pm to 3:45pm)

#### Week 2

Monday and Wednesday (10:45am to 1:45pm)

Thursday and Friday (8:00am to 11:30am and 1:40pm to 3:45pm)

### Job Purpose

To safely transport students between secondary school sites and other designated locations, ensuring their wellbeing, punctuality, and comfort at all times. The role supports the school's commitment to safeguarding students and maintaining high standards of health, safety, and conduct.

In addition, the postholder will contribute to safeguarding and the promotion of pupil welfare in accordance with *Keeping Children Safe in Education* guidance.

### Specific Duties

- Safely operate a school minibus to transport students between school sites and other approved locations.
- Ensure all journeys are conducted in accordance with road traffic regulations and school policies.
- Carry out daily vehicle checks (fuel, oil, tyres, cleanliness) and report any defects promptly.
- Maintain the cleanliness and roadworthiness of the minibus.
- Ensure all students wear seatbelts and behave appropriately during journeys.
- Adhere to set timetables while allowing for safe driving practices.
- Report any incidents, accidents, or safeguarding concerns in line with school procedures.
- Maintain accurate records of journeys, mileage, and vehicle checks as required.
- Provide a courteous and professional service, acting as an ambassador for the school.

### Safeguarding responsibilities

- Promote and safeguard the welfare of all students.
- Be vigilant to signs of safeguarding concerns and report these immediately.
- Maintain appropriate professional boundaries with students at all times.
- Adhere to all school safeguarding policies and procedures.
- To act as First Aider on the mini bus should this be required.

## Health, Safety and Security

- Ensure safe boarding and disembarking of students.
- Conduct risk assessments where required for transport activities.
- Participate in relevant training and apply principles in daily duties.
- To adhere to all school / Trust policies, copies of which can be view on the Trust website - <https://www.ardenmat.org.uk/about-us/policies-and-procedures/>
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- To support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Associate Headteacher, Trust Facilities Manager or the incumbent of the post.

Compiled by: HR	Revision Number 1
Approved by:	Revision Date - 26/6/2026