Norwich School
Coach Driver

JOB DESCRIPTION

Job Title: **Coach Driver**
Reports to: **Transport & Logistics Manager**

Role purpose:

To operate the school buses and provide a collection and delivery service for school staff and pupils. You will report directly to the Transport & Logistics Manager.

Specific Responsibilities:

- Drive school buses for collection and delivery of pupils as directed by the Transport & Logistics Manager.
- Collect, park and refuel the buses as required.
- Keep vehicles clean and tidy at all times.
- Deliver and collect buses from the maintenance depot as required.
- Conduct pre-trip and post-trip inspections to ensure the vehicle is in good working condition.
- To report any vehicle defects to the Transport & Logistics Manager
- On occasion, minibus driving in support of staff/pupil activities may be requested.
- To provide a courteous, friendly service to all stakeholders both internal and external

Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

Other:

- Participate in training and other learning activities as required, and in the Probation and Professional Development Review process.
- Undertaking other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Transport and Logistics Manager, the Head of Operations or the Head.

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PERSON SPECIFICATION

	Essential	Desirable
Experience		
Previous experience in a similar role		x
Basic skills and competencies		
Full PCV/PSV Licence (Category D Entitlement)	x	
Must hold a current and valid CPC Driver Qualification Card	x	
Must hold a current and valid Tachograph Card	x	
To comply with The Highway Code and Road Traffic Act at all times	x	
Adhere to EU Drivers Hours Regulations	x	
Personal Qualities		
Understand and comply with Child Protection procedures	x	
Well presented	x	
Good communication skills	x	
Availability and flexibility to work varied start and end times.	x	
Good UK Geographical Knowledge		x

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SALARY AND BENEFITS

Salary and Working Pattern
We are recruiting in the following positions:

15 hours per week, term time only, Monday to Friday, from 6:30am to 9:30am. The salary for this post is £8,431 per annum (based on a full time equivalent of £29,145 per annum).

27.5 hours per week, term time only, Monday to Friday from 12:30pm to 6pm. The salary for this post is £15,458 per annum (based on a full time equivalent of £29,145 per annum).

Additional overtime hours are likely to be available during term time by mutual agreement, subject to the operational needs of the school.

These positions will be offered on a part time, permanent basis.

Flexibility in working hours and pattern is required to meet the changing needs of the school.

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Pension
Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare
Staff may benefit from a heavily subsidised private healthcare plan. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Lunch
Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes
Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space, but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station in only 5-10 minutes' walk from the school.