



Bedford Girls' School

Job Description

Mini Bus Driver (PAA)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Purpose:	To drive students and staff to and from events safely and be responsible for safety, comfort and welfare of students and staff
Job Title:	Mini Bus Driver
Department:	Bedford Girls' School
Location:	Cardington Road – Bedford
Reporting line:	Bursar/Business Director
Hours:	As required, this could include occasional weekends.
Line management responsibility for:	None
Principal Accountabilities/ Responsibilities	Drive students and staff to and from events safely and be responsible for the safety, comfort and welfare of students and staff. Report vehicle defects, faults, incidents and accidents. Ensure all vehicle and user records are kept accurately. Be responsible for the cleanliness of vehicles, inside and out ensuring that the vehicle is in a clean and roadworthy condition before and after use. Refuel as required. To always work with consideration for the Health and safety and wellbeing of students and staff. Represent the school in a professional and courteous manner when dealing with pupils, parents, staff, and the public. Report any problems or difficulties to the School. Maintaining accurate vehicle and user records. Undertake any such training as may be reasonably required by the Trust to properly adapt to the changing requirements of the School and role or as may be necessary to fulfil the Trusts statutory or regulatory obligations.

You may also be required to undertake such other comparable duties as the Trust/School requires from time to time.



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Person Specification		
	Essential Criteria	Desirable Criteria
Qualifications	Good standard of education Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence, D1 restricted (car licence obtained prior to 01/01/1997) considered.	An advanced level driving qualification. MIDAS (Minibus Driver Awareness Scheme) certificate.
Experience	Experience of driving minibuses or similar large vehicles.	Prior experience of transporting children, staff to and from events.
Knowledge & Skills	Excellent communication skills, with the ability to interact positively with pupils, parents, and staff. Ability to work independently, follow instructions, and use initiative where required.	
Personal competencies and qualities	A hard working, can-do attitude. A desire to acquire new knowledge and skills appropriate to the role. Well-presented appearance.	