



JOB DESCRIPTION

JOB TITLE	MINIBUS DRIVER
DEPARTMENT/SECTION	ST MARYS CATHOLIC PRIMARY SCHOOL
RESPONSIBLE FOR WHICH OTHER POSTS	
RESPONSIBLE TO	PRINCIPAL

Job Summary

To safely collect and transport pupils to school, swimming classes and other events as directed. To undertake pre-journey checks on the vehicle and report any defects.

The Minibus Driver's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. If in the course of carrying out their duties, the Minibus Driver becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or a DDSL.

Main Responsibilities

The main duties and responsibilities of the Minibus Driver include (but are not restricted to):

- completing pre-journey checks before each trip to ensure the minibus is safe to drive; reporting any issues to the Estates Manager;
- operating one of the school's bus routes, collecting children from timed pick-up points along the route and delivering them to school;
- maintaining a register of pupils, recording attendance and absence appropriately;
- liaising directly with parents when necessary;
- ensuring children safely exit from the minibus parking area on arrival at school;
- adhering to the school's Health and Safety guidelines for minibus drivers;
- carrying out additional driving duties on an ad hoc basis with prior agreement;
- ensuring minibuses are kept clean both internally and externally, liaising with

- the Estates Manager to prioritise requirements on a daily basis;
- ensuring emergency equipment such as fire extinguisher, hammers and first aid boxes are appropriately stocked and stored in the allotted in place;
- ensuring stocks of face masks, sanitising equipment, cleaning cloths etc. are maintained;
- ensuring fuel tanks are monitored and buses are ready and fueled for afternoon sports fixtures and general school trips;
- making buses ready for use prior to the commencement of each term (during inset);
- attending termly inset training when required;
- ensuring updated school policy and procedure is read and signed off as requested from time to time;
- any other reasonable request made by the Estates Manager.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time in accordance within the general scope of the post.

In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.**
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- Emotional resilience in working with challenging behaviours**
- Attitudes to use of authority and maintaining discipline.**

Person Specification - Essential Criteria	Desirable	Measured by
<p style="text-align: center;">Experience</p> <ul style="list-style-type: none"> Age over 21 to comply with insurance requirements Two years driving experience 	<ul style="list-style-type: none"> Sound knowledge of local area 	AF
<p style="text-align: center;">Qualifications/Training</p> <ul style="list-style-type: none"> Clean driving licence with D1 Rating 		AF
<p style="text-align: center;">Behavioural Attributes</p> <ul style="list-style-type: none"> Awareness of child protection and safeguarding issues 	<ul style="list-style-type: none"> Positive behaviour management strategies 	I

<ul style="list-style-type: none"> • Proactively seek opportunities to increase job knowledge and understanding • Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members • Works with others to resolve differences of opinion and resolve conflict • Requires minimum supervision • Takes quick and effective action • Ability to keep calm at all times, even under pressure • Of smart, personable appearance • Is accountable for own development and encourages the ownership of development needs amongst team members 	<ul style="list-style-type: none"> • Good spoken English to model to our children • First Aid Qualification or willing to undertake training 	
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AF/I Application Form/Interview