

Job Description

Job Title:	Casual Minibus Driver
Responsible to:	Principal
Responsible for:	N/A
Job Purpose:	To drive the School Minibus in a responsible and competent manner, ensuring the safety of passengers, other road users, members of the public, and yourself at all times. When required, collecting students from given pick-up points along a specific route and delivering them to school, collecting them from school, and dropping them back at given points.
Salary:	Band F – SCP 6 – 11 (£13.47 to £14.59 per hour) plus hol pay enhancement
Hours:	10-20 hours per week

Main Duties and Responsibilities of the Minibus Driver

- Driving School Minibus as required
- Collecting and dropping off students at designated locations and times
- Responsible for the health and safety, comfort and welfare of students and staff, including:
 - * ensuring seatbelts and headrests are being used appropriately
 - * ensuring students remain in their seats at all times
- Enforcement of the school behaviour policy and the reporting of any incidents or unsatisfactory behaviour to the Assistant Principal responsible for Pastoral
- Dealing with accidents/incidents and reporting them to the Head of School/MAC Business Manager
- Carry out daily visual inspection of the minibus before commencement of duty
- Ensuring that the minibus is kept clean and in good condition, including but not restricted to:
 - * weekly cleaning of the bus, both inside and out
 - * ensuring signs inside the bus are properly attached and in good condition
 - * regular visual inspection/checking of tyres, lights, oil, water, fuel
 - * ensuring that any additional work required is communicated immediately to the Site Manager
- Working within health and safety guidelines and other guidelines that may be issued from time-to-time
- Working within the constraints and guidelines as set out in the minibus drivers operating instructions
- A school mobile phone will be provided for emergency contact
- Maintaining school image, working attire should be worn at all times and kept in a clean and tidy condition (including ID badge and hi-vis waistcoat/jacket)
- To support at all times the Catholic ethos of the school
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder

QUALIFICATIONS, KNOWLEDGE AND SKILLS REQUIRED

- Holds full, clean driving licence including a D1 category (entitling operation of up to 16-seat minibuses)
- Successfully pass the Warwickshire County Council minibus assessment
- Demonstrates appropriate professional boundaries when working with children and young people (as set out in MAC Code of Conduct)
- Have strong verbal communication skills, both in person and via telephone
- Build and maintain effective working relationships
- Be reliable, punctual, and well-organised
- Able to work independently using own initiative
- Have a willingness to update skills and commit to training
- Adheres to Health and Safety regulations and requirements

Other

- To maintain personal and professional development to meet the changing demands of the post
- To support at all times the Catholic ethos of the Multi-Academy by promoting the agreed vision and aims and setting an example of personal integrity and professionalism
- To adhere to School and Multi-Academy policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

The Our Lady of the Magnificat Multi-Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description 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, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate within the grade and job title.

Name:

Signature:

Date: