



**Inclusive, Collaborative, Ambitious**

## **Job Description and Person Specification**

Reepham Primary School and Nursery are looking to appoint two new members to our team to support our children as they travel to and from our school from Corpusty every day. You will work as a team to drive and care for a small group of our primary aged children, and attend to their needs on the journey from Corpusty to Reepham and back. Whilst each person will predominantly work as either the Driver or the Transport Assistant, you will need to be trained in both roles to cover each other in case of absence or emergency. Therefore, the job description below incorporates the duties for both roles. The roles are as follows:

<b>Job Title</b>	<p>1. Transport Assistant</p> <p>2. Minibus Driver</p> <p>Both staff will need to be fully trained in both rolls to provide cover in case of staff absence.</p>
<b>Responsible to</b>	Headteacher of Reepham Primary and Nursery School (RPS)
<b>Terms and Conditions and logistics</b>	<p><b>Terms and Conditions</b></p> <p>Provisional Salary Scale: E</p> <p>Pension Scheme Membership: LGPS</p> <p>The successful candidates must hold a full driving licence</p> <p>Full Training provided</p> <p>A minibus driver assessment must be completed. This will be organised by the Estates Team and full support provided.</p> <p><b>Additional information</b></p> <ul style="list-style-type: none"> <li>• The minibus will be parked overnight and during the school day at Reepham.</li> <li>• The minibus may be used by RPS and other Synergy Schools outside of the times required to transport pupils to / from Corpusty. Therefore: additional hours may be available to meet the needs of school trips during the day.</li> </ul> <p><b>Working hours:</b></p> <p>7.50am (Reepham) to 9.00am</p> <p>3.00pm (Reepham) to 4.00pm</p> <p>Travel to garage to refuel as required (once per week) (45 mins)</p> <p>(12 hrs per week)</p> <p><b>Schedule:</b></p> <p>Morning</p> <p>7.50am Minibus daily checks</p> <p>8.20am Bus arrival at Corpusty Green</p> <p>8.25am (prompt) leave Corpusty Green</p>

	<p>Travel time 8.40 to 8.50am Reepham Primary &amp; Nursery School Pupils escorted into the building</p> <p>Afternoon 3.20pm Bus departs Reepham Primary &amp; Nursery School Travel Time 3.35pm / 3.40pm Arrive Corpusty Green 3.35pm / 3.40pm Pupils to be collected by Parent / Carer</p>
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### Core Responsibilities

To provide safe, comfortable and timely transport of passengers (pupils) between Corpusty and Reepham Primary and Nursery School.

To perform either Driver Duties or Transport Assistant Duties, as necessary during each journey.

#### Driver Duties

- Vehicle Safety Checks: Complete thorough walk-around checks before every journey (tyres, lights, fluid levels, and wheelchair lifts) and maintain accurate mileage and maintenance logs.
- Safe Navigation: Drive the minibus smoothly and legally along planned routes, adjusting for traffic and adhering to all speed limits and road regulations.
- Vehicle Maintenance: Keep the minibus clean both inside and out, including sanitising any spillages and promptly report mechanical faults to the Estates Team.

#### Transport Assistant Duties

- Passenger Assistance: Help passengers board and disembark safely, which may include operating tail-lifts, folding wheelchairs, or providing physical guidance.
- Escort pupils into the school and collect pupils from inside the school.
- Safety & Supervision: Ensure all seatbelts, harnesses, and wheelchair tie-downs are correctly secured before the vehicle departs. Ensure passengers are never left unsupervised.
- En-Route Care: Monitor passenger wellbeing during the journey, manage challenging behaviour if it becomes a distraction to the driver and provide a calm, reassuring presence.

### Other Responsibilities

#### Safeguarding:

- Keep an accurate twice daily register of pupils who travel on the bus.
- To follow strict child protection safeguarding protocols, ensuring pupils are only handed over to authorised guardians at drop-off.
- Ensure all pupils are safely delivered into the care of staff at RPS or their parents / carers in Corpusty.
- Attend all mandatory training required.

#### Communication:

- To serve as a liaison between parents, carers and school staff (e.g., notifying school or families if the bus is running late).
- A work phone will be provided to enable parents to leave a message if their child is ill / does not require transport. (Parents must also contact school directly to inform them of any absence)

### Safeguarding, Health and Safety

- Be aware of and abide by the guidance in Keeping Children Safe in Education and other Trust policies relating to safeguarding.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

### Continuing Professional Development

In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with developments related to cleaning, which may lead to improvements in the provision of the Trust.

Undertake any necessary professional development as identified in the Strategic Plan and Operational Plan taking full advantage of any relevant training and development available.

Key Areas of role	Specification	Essential	Desirable
<b>Qualifications</b>	Level entry numeracy and literacy	✓	
	Full driving licence	✓	
<b>Skills, knowledge and aptitudes</b>	Experience of driving	✓	
	Highly organised	✓	
	Experience of supervising groups of children		✓
	Ability to count, read and complete simple instructions	✓	
	Ability to communicate effectively with all staff and pupils	✓	
	Ability to work on own and with a team	✓	
	Demonstrate a willingness and enthusiasm for training and progression.	✓	
	Ability to work effectively in a busy and hectic environment	✓	
<b>Values</b>	Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils	✓	
	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the reputation of the Trust	✓	
	Emotionally resilient, positive, reliable and trustworthy.	✓	
	Ability to adapt quickly to changing circumstances.	✓	
	Commitment to displaying and maintaining a high standard of personal hygiene at all times	✓	
	Commitment to safeguarding and equality	✓	