



EQUITAS
ACADEMIES TRUST



JOB DESCRIPTION

Job Title:	Minibus Driver / Site Assistant
Grade:	Grade 2 (Scale Points 3-8) £24,796 - £26,824 FTE - £21,837.59 - £23,453.38 ACTUAL
Contract:	36.5hrs, Term Time Only, Permanent
Job Closes	Friday 25 th September 2026, 12midday
Responsible to:	Site Manager
Liaison with:	All Teaching and Non-teaching Staff, Administration Team, Senior Leadership Team, Students, Parents / Carers, Trustees, Governors and External visitors

Location:

ASTON MANOR ACADEMY, PHILLIPS STREET, BIRMINGHAM, B6 4PZ

JOB PURPOSE MINIBUS DRIVER / SITE ASSISTANT

To operate the school minibus in a safe and effective manner in order to minimise the risk of injury, property damage or loss of life. To liaise with the Site Manager and carry out site-related tasks as requested.

KEY RESPONSIBILITIES – MINIBUS DRIVER

- Operate the school bus in a safe and efficient way according to all relevant legislation, policies and procedures
- Perform daily safety and maintenance checks
- Refuel vehicles as required
- Wash bus as scheduled and/or required
- Ensure that litter and any other debris is cleared on a daily basis
- Ensure the bus is safely secured at all times
- Advise your line manager of any requirements for maintenance or repairs
- Ensure that pupils are aware of the rules and their responsibilities as passengers
- Maintain order and discipline on the mini bus
- Check daily for any signs of internal and/or external damage and report to the line manager
- Make a note of any behavioural or disciplinary problems and pass them on to their teacher/Head of Year or Assistant Head
- On completion of journey park the bus appropriately to enable the next user easy access and a direct forward exit of the school
- To remain aware of dates regarding tax, insurance and MOT notifying general office allowing sufficient time for these to be processed



EQUITAS
ACADEMIES TRUST



- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- To ensure wherever possible, the word and spirit of Aston Manor Academy's Equal opportunities policy

KEY RESPONSIBILITIES – SITE ASSISTANT

- General portering duties – handling deliveries
- Replenish toiletries in all toilets
- Keep the Academy grounds free from litter
- Assist the Site Manager in the general maintenance of the building
- To undertake the opening and closing of the school as requested by the Site Manager
- Cutting grass and other required grounds maintenance works
- Clearance of snow and gritting pathways and steps
- Any other duties commensurate with the role

GENERAL

- All employees are expected to comply with statutory requirements and policies while carrying out their work. This post is one of continual development and the post-holder will be encouraged to develop skills and capabilities, including participation in projects and training events.
- Accordingly, the range of duties and responsibilities outlined above may change from time to time to reflect the changing needs of the organisation.
- The post-holder must at all times carry out his/her responsibilities with due regard to the school policies.
- The post-holder is expected to flex working hrs to meet the needs of the school. Some overtime may occasionally be required and must be agreed by the Site Manager.

HEALTH AND SAFETY

- All employees are subjected to the Health and Safety at Work Act. The post-holder is required to pro-actively comply with their duties as described by the policy and objectives for health and safety.

SAFEGUARDING AND DATA PROTECTION

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults 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, right to work check and references.

- Promote a safeguarding culture where all staff understand their responsibilities and feel confident to raise concerns.
- Ensure compliance with statutory safeguarding requirements, including KCSIE
- Work effectively with external agencies to support vulnerable pupils and families
- Always work within the requirements of Data Protection legislation.



EQUITAS
ACADEMIES TRUST



- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture across the Trust.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post and flexibility is therefore required.



EQUITAS
ACADEMIES TRUST



PERSON SPECIFICATION: MINIBUS DRIVER / SITE ASSISTANT

A.F. = Application Form; I = Interview; T = Test or Exercise;

CRITERIA	ESSENTIAL	DESIRABLE	M.O.A.
EDUCATION/ QUALIFICATION	Clean driving licence	GCSE English and Maths (Grades A*-C) or equivalent	AF/I
	Category D1 licence		AF/I
EXPERIENCE <i>(Relevant work and other experience)</i>		Experience of driving a Minibus	AF/I
		Knowledge of health and safety issues of driving public vehicles	AF/I
		Knowledge of maintenance and cleaning techniques	AF/I
		Experience of working in a school environment	AF/I
SKILLS AND ABILITIES <i>(Eg Written communication skills, dealing with the public)</i>	Good communication and interpersonal skills		AF/I
	Ability to work under pressure		AF/I
	Understanding of safeguarding children		AF/I/T
	Good organisational and time management skills		AF/I/T
	An understanding of the complex lives that some young people lead.		AF/I/T
	Ability to overcome communication barriers with children and adults		AF/I/T
	Ability to develop good working relationships with staff, students, visitors and all users of the school site		AF/I
	Ability to work without supervision		AF/I/T



EQUITAS
ACADEMIES TRUST



	Ability to be flexible to change		AF/I
BEHAVIOURS	Good judgement in knowing when to highlight/ escalate issues	Ability to be flexible with work commitments	AF/I
	Commitment to equality		AF/I
	Willingness to undertake further professional training as appropriate		AF/I
	Good sense of humour		AF/I
TRAINING	Willingness to participate in further training and development opportunities offered by the school/Trust		AF/I
OTHER	Ability to demonstrate commitment to Equal Opportunities Evidence of motivation for working with children. Evidence of ability to form and maintain appropriate relationships and personal boundaries with children. Evidence of emotional resilience in working with children exhibiting challenging behaviour. Designated Senior Person training or willingness to be trained.		AF/I
CONTRA INDICATION	Positive Disclosure relating to young people or vulnerable adults		AF/I