

DRIVER

JOB DESCRIPTION & PERSONAL SPECIFICATION

Salary Range: NJC Spine 5-6 - £24,790 - £24,183 FTE (pro rata based on hours worked)

Hours: 20 hours per week – Monday-Friday; Term Time Only, split shifts required

Reporting to: Project Team Leader

MAIN PURPOSE OF POST:

Driver: To transport pupils to and from school and other locations within Worcestershire; it is therefore essential that the post holder holds a clean, category D1 driving license.

Main duties will include:

- To drive school transport for the delivery and pick-up of pupils at locations throughout Worcestershire.
- Joint responsibility, with other school drivers, for the condition and road worthiness of school vehicles, by undertaking checks prior to and following each journey.
- Responsibility for the safety and safeguarding of the passengers, on and off the vehicle.
- Working with the assigned escort (if any) in assisting passengers on/off the vehicle.
- Driving in a considerate manner and conforming to the Highway Code.
- Assisting in the co-ordination of travel routes.
- To carry out basic administration, to clean minibus(s) and re-fill with fuel.
- To carry out any other duties commensurate with the post.

The post holder, will have the following personal attributes:

- A positive and professional manner.
- Excellent communication skills.
- Flexible, resilient, a good team player and be relentlessly reasonable.
- Ability to adhere to the Aspire ethos, vision and values.

WIDER SCHOOL RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to the designated safeguarding lead.
- Ensure all information is treated confidentially and have absolute discretion at all times.
- To adhere to school health and safety policy, including risk assessment and safety systems.
- The following H&S specific training will be required to be undertaken:
 - Minibus Assessment (Midas, or equivalent)
 - Health & Safety
 - Fire Awareness
 - Risk Assessment
- To adhere to school policy on equality and diversity.
- To contribute to the overall ethos/aims of the school.
- To appreciate and support the roles of other professionals.
- As a member of a small organisation, the post holder will be required to support all school staff and may be required to assist in a diverse range of duties.

PERSONAL SPECIFICATION

SKILLS, EXPERIENCE, QUALIFICATIONS AND TRAINING:

It is **essential** that the post holder has:

- Clean, full category D1 Driving License
- Experience of transporting young people
- A willingness to undertake training as required
- Ability to work on their own initiative and as part of a team
- Resilient and the ability to remain calm under pressure
- Ability to deal with sensitive information in a professional manner

It is **desirable** that the post holder has:

- Previous work within a school environment
- Knowledge of the locality

ADDITIONAL FACTORS:

It is **essential** that the post holder has:

- A professional approach to work, being punctual and smart in appearance
- A flexible approach to work
- A commitment to providing a high quality service to the academy's stakeholders