

JOB DESCRIPTION and PERSON SPECIFICATION

Minibus Driver

Grade 5 – Point 8

Responsible to: Head of School

'Ordinary people - working together - achieving extraordinary things'

DIGNITY AT WORK: To show, at all times, a personal commitment to treating students and colleagues in a fair and respectful way. Giving positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assist in ensuring equal access to services and employment opportunities for everyone and promotes the School's Equal Opportunities in Employment Policy.

Purpose of the job:

To work as part of the Facilities team and to be the minibus driver for St Thomas More VC Academy's home/school transport provision, including routine safety checks on the vehicle.

Duties:

- Operating one of the academy's bus routes, collecting children from given pick-up points along the route and delivering them to school; collecting them from school and dropping them back at the given points. A bus escort will accompany every journey where possible
- 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.
- Adhere to all school policies including Health and Safety guidelines for Minibus Drivers
- To liaise directly with parents when necessary
- Enforcement of the school behaviour policy and the reporting of any incidents or unsatisfactory behaviour to the Head of School.

- Dealing with accidents/incidents and reporting them to the school Office/member of the senior leadership team.
- To be aware of and work in accordance with the Data Protection Act 2018, including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer immediately.
- To comply with the Trust and academy's policies and procedures at all times.
- To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

The post holder's duties must be carried out in compliance with the academy's policies and procedures including Child Protection Procedures and Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and subsequent health and safety legislation.

This job description may be subject to change, following consultation between the post holder and the Academy.

The Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate and checks of the relevant barred list / prohibition lists.

Person Specification Minibus Driver

	Essential	Desirable	How Identified
KNOWLEDGE/QUALIFICATIONS			Application form/References/Interview Certificates
Understanding of Health & Safety regulations and following good practice	✓		AF/I
Knowledge of moving and handling procedures	✓		AF/Cert/I
Awareness and understanding of basic safety and security measures	✓		AF/Cert/I
Full Clean Driving Licence (with no previous driving offences)	✓		Cert
Driving licences obtained on or after 1 Jan 1997 must have a category D1 PCV entitlement on their licence by meeting higher medical standards and passing an appropriate test or have obtained a driving licence before 1 Jan 1997	✓		Cert
To have basic first aid		✓	AF/Cert
EXPERIENCE			
Have experience of driving a minibus	✓		AF/I/Ref
Have held had a driving licence for at least 2 years and be 21 years of age or over.	✓		AF/I/Ref/Cert
Experience of working with the with children and young people		✓	AF/I/Ref
Experience of working in the bus industry/community transport sector		✓	AF/I/Ref
SKILLS			
Good organisational and personal management skills	✓		AF/I
Have the upmost regard for passenger safety.	✓		AF/I
Patience and enthusiasm when working with people	✓		AF/I
Effective communication skills	✓		AF/I/Ref
Ability to deal with day-to-day issues on own initiative	✓		AF/I/Ref
Effective time management	✓		AF/I/Ref

Ability to relate well to children and adults	✓		AF/I
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Work in ways that promote equality of opportunity, participation, diversity and responsibility.	✓		AF/I
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	✓		AF/I
Must have a calm, friendly and welcoming nature	✓		AF/I
Driving licences obtained on or after 1st January 1997 must have a category D1 PCV entitlement on their licence by meeting higher medical standards and passing an appropriate test or have obtained a driving licence before 1 st January 1997	✓		Cert
The post holder will require an enhanced DBS check	✓		Cert
Committed to the aims, values, ethos and distinctiveness of Roman Catholic schools and academies.	✓		A/I/R

GENERAL

All staff are required to:

- adhere to all academy policies
- deliver the professional standards relevant to their role e.g. standards for main scale teachers, upper pay spine teachers, Vice Principal, Head of School etc. (see relevant professional standards)
- comply with any reasonable request from a manager to undertake work of a similar level to that which is not specified in this job description
- be courteous to colleagues and provide a welcoming environment for visitors and callers
- the school will endeavour to make reasonable adjustments to the job and working environment to enable access for disabled staff and applicants or continued employment to anyone who develops a disabling condition
- The Assistant Head of School will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed

necessary by the Vice Principal/Head of School/Chief Executive Officer and/or Trust Board.

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on St Cuthbert's Roman Catholic Academy Trust, as your employer and you as an employee of the Trust. It is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees/students in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
- ***St Cuthbert's Roman Catholic Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are carefully screened prior to appointment.***