 **JOB DESCRIPTION**

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| **Job Title: Casual Minibus Driver**  **Responsible to: Site Manager**  **Rate: £13.21 per hour**  **Hours of work:** By negotiation and agreement |

**Key Responsibilities/Activities:**

* Driving an Ormiston Shelfield Community Academy vehicles
* Responsible for the health and safety, comfort and welfare of pupils and staff
* Carrying out daily and weekly vehicle checks, and to carry out basic maintenance
* Reporting any vehicle defects, faults, incidents and accidents
* Ensuring the vehicle is in a clean and roadworthy condition before and after use
* Refuelling vehicles as required
* Covering for absent colleagues
* Maintaining company image; working attire should be worn at all times and kept in a clean and tidy condition
* Working within health and safety guidelines and other guidelines that may be issued from time-to-time
* Undertaking any associated duties as required by the line manager

**Professional Development**

* To undertake any necessary professional development and training.

**The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties appropriate to the grade for the post as the Principal may from time to time reasonably determine. As part of your wider duties and responsibilities, you are required to promote and actively support the Academy’s responsibilities towards safeguarding.**

This position is subject to an enhanced Disclosure and Barring Service Check and suitable references for the successful applicant.

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| **PERSON SPECIFICATION** | | | | | | | |
|  | | | **Job Title: Minibus Driver** | | **Scale: Casual - £13.21 per hour** | | |
| **Education and Qualifications** | | | **Essential**   * Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 01/01/1997)   **Desirable**   * PCV licence holder | | | | |
| **Experience** | | | **Essential**   * Experience of driving a large vehicle | | | | |
| **Skills** | | | **Essential**   * Ability to maintain accurate vehicle and user records * Competent to undertake daily and weekly vehicle checks and carry out basic maintenance * Willing to undertake training as appropriate | | | | |
| **Interpersonal Skills** | | | **Essential**   * Ability to communicate with adults and children * Pleasant, patient and helpful personality * An ability to communicate with a range of people * Ability to work on own initiative and as part of a team * Reliable and trustworthy * Sensitivity to user needs | | | | |
| **Prepared by:** | | K. Boughey | | **Date:** | | October 2024 | |
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