

Part A - Grade & Structure Information

Job Family Code	4OS	Role Title	Minibus Driver & Premises Assistant
Grade	PS4	Reports to (role title)	Premises Manager
JE Band	135-160	School	Esher C of E High School
		Date Role Profile created	January 2025

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose

including key outputs

Provide a safe and efficient transport service for the school, ensuring the safety of staff, students and the wider community at all times;

Provide a cleaning, portering, general maintenance, security and caretaking service to the school to minimise risks to the health and safety of those using the school site, and to limit the possibility of damage to the school premises and loss of property through theft outside normal school hours.

Key deliverables include:

- Planning routes with regards to safety, time and economy as required, ensuring the route is the quickest and most effective.
- Ensure the vehicle is adequately fuelled;
- Report any defects immediately to your line manager so that they are rectified:
- Carry out minor maintenance and daily vehicle check
 - Damage to vehicle
 - Tyre conditions and pressures
 - Oil, water, brake fluid and fuel level
 - Lights and indicators are clean and in working order
 - Washers and wipers are working
 - Horn is working
 - Mirrors are intact, clean and correctly positioned
 - Seat belts, where fitted are working properly
 - Fire Extinguisher is intact, and first aid kit is complete

	<ul style="list-style-type: none"> • Participate in and ensure that the site is kept clean and tidy in order to minimise risks to the health and safety of those using the school site, and to ensure the activities of the school can take place in an environment suited to learning; • Contribute to maintaining the site in a good state of repair and maintaining heating and lighting, to minimise risks to the health and safety of those using the school site and to ensure that the activities of the school take place in an environment suited to learning; • Secure all school buildings and set alarm systems when school is not in use to protect the building and its contents, and provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations • Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed; • Maintain monitoring procedures to ensure that the school site is kept in a good state of repair, clean, safe and stocked with all necessary cleaning and maintenance supplies. Take responsibility for raising any issues initially with the relevant caretaker to achieve improved performance;
Enlighten Learning Trust Work Context and Generic Responsibilities	<p>This role is based at Esher C of E High School part of Enlighten Learning Trust.</p> <p>Enlighten Learning Trust expects all its staff to:</p> <ul style="list-style-type: none"> • Maintain confidentiality in and outside of the workplace • Be pro-active in matters relating to health and safety and report accidents as required • Support the aims and ethos of the Trust setting a good example in terms of dress, behaviour, punctuality and attendance • To carry out all such other duties as the SLT or your line manager may reasonably direct; this may include the invigilation of exams.
Line management responsibility if applicable	N/A
Budget responsibility if applicable	N/A
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Service delivery</p> <ul style="list-style-type: none"> • Carry out a range of operational service duties using appropriate tools and equipment. • Collect, transport and deliver people/goods/materials as instructed. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Plan and organise own and team’s work to meet given priorities. • Assess the range and volume of work to be undertaken for the days or weeks ahead and plan to ensure it is completed to time and to an appropriate standard. <p>Resource</p> <ul style="list-style-type: none"> • Operate and check equipment is safe to use and properly adjusted, carry out appropriate maintenance and use equipment in the correct and safe manner.

	<p>Analysis, Reporting and Documentation</p> <ul style="list-style-type: none"> • Maintain and submit records following relevant organisational procedures. <p>Work with others:</p> <ul style="list-style-type: none"> • Answer straightforward queries politely providing some explanatory information and refer others. • Report any problems or incidents, e.g. breakdowns, deficiencies to supervisor. • Supervise and delegate the work of the team, escalating HR performance issues appropriately. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Able to demonstrate basic numeracy and literacy, e.g. through GCSE qualification in English and Maths. • Able to work towards Vocational Qualifications Level 2 or equivalent in relevant field. • Working knowledge of relevant systems, equipment, processes and procedures. • Competent in a range of IT tools. • Ability to apply relevant health and safety, equality and diversity, and other organisational/service policies and procedures. • Ability to work with others to provide excellent customer service • Ability to communicate clearly. • Ability to guide and support less experienced or more junior colleagues. <p>Accuracy and ability to prioritise and organise own workload.</p> <ul style="list-style-type: none"> • Some roles require the ability to oversee the delivery of operational services. • May be required to undertake manual handling and physically demanding work.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Enlighten Learning Trust is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <ul style="list-style-type: none"> • D1 category, unrestricted driving license • For insurance purposes be between the ages of 25 to 70 years • MiDAS or equivalent trained (or willingness to undertake it) • Awareness of health and safety requirements. • Ability to work independently as well as a part of a team.
<p>Role Summary</p>	<p>Roles in this level carry out a range of operational duties to given standards under some/minimal supervision using powered tools and equipment as part of the provision of an operational service and may oversee an operational activity. They will be expected to be able to plan</p>

	<p>and organise their own workload, on a day-to-day basis within clear procedures. They will need to understand the objectives of the department sufficiently to allow them to time and sequence tasks so that they can support the work of others effectively. Entry to this level may be through some relevant work experience and general education.</p>
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