

# Goldwyn School

## Job Description: School Driver

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<b>School:</b>	Goldwyn School, Ashford
<b>Salary:</b>	£10.20 per hour - zero hour contract (approximately 20 hours per week over 5 days)
<b>Responsible to:</b>	Transport Manager/Principal
<b>Purpose of the Job:</b>	To provide home to school (am) and school to home (pm) transport services for students in the Ashford and surrounding areas, the number of students in a vehicle can vary from 1-6

### **Key Duties and Responsibilities:**

1. To drive a school vehicle to transport children who SEMH needs to and from school with due consideration to their needs and comfort
2. The Driver will be dealing with vulnerable children and must demonstrate their ability to deal sensitively with their needs
3. The driver is expected to have driving experience, including people carriers
4. The Driver will collect and deliver passengers to and from their destination as required.
5. The Driver is responsible for parking the vehicle so that passengers can board and alight safely.
6. The Driver is responsible for the safe and comfortable access of the vehicle by all passengers.
7. The Driver must ensure that all passengers are sitting safely and comfortably in their designated seats with seat belts and other securing devices in place as required before driving off.
8. If the passenger is not ready for collection, the driver must wait up to a maximum of five minutes beyond the scheduled collection time, and advise the office before moving off without a passenger.
9. Comply with policies, procedures and undertake relevant training relating to child protection, health, safety & security, confidentiality and data protection, reporting all concerns to an appropriate person.

### **Health & Safety**

- To be ever mindful of the dangers that threaten the wellbeing of students and staff alike
- To supervise the use and care of the learning environment.

### **Performance Development:**

- All staff must complete a satisfactory Performance Review in accordance with the Pay Policy to ensure pay progression

### **Staff Development:**

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity (linked to the relevant standards). To review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

**Safeguarding**

Goldwyn is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Principal.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. This is not a comprehensive list of all tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with grade.