## Job Description

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| Job Title: | Minibus Driver & Caretaker |
| Reference: | X00190 |
| Reports to: | Premises Manager |
| Responsible for: | No line management |
| Salary range: | KR4 £19,100 (pro-rata) |
| Contract: | Term-time only, flexibility for part-time of full-time applications |

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| Main purpose of the role: | To drive the Academy minibus and MPV’s to transport pupils in accordance with the Rules and Regulations of the Highway Code, including supervision of passengers and providing basic vehicle maintenance. In addition provide caretaking support to the Premises team, including some evening or weekend working. | |
| Main duties:  *(10 bullet points max)* | 1. Drive the minibus or MPV’s in accordance with the Rules and Regulations of the Highway Code, maintaining pupil, staff and public safety whilst on the highway in accordance with the Academy policies. 2. Provide checks and basic maintenance for the vehicles e.g. oil levels, cleaning of vehicles, etc and arrange with the Premises Manager when necessary the service and MOT of the vehicle to maintain basic working order and prevent unnecessary deterioration of the vehicles. 3. Carry out and record check in accordance with the maintenance schedule. 4. At the commencement of any journey, liaise with the Escort (if applicable) as appropriate to check that seat belts are fastened and bags and equipment is secured. 5. Throughout the journey ensure that pupils remain seated, stopping when necessary to ensure that the safety of pupils and staff is maintained at all times. 6. Drive any agreed daily routes planed for journeys, seeking prior agreement to any route changes to achieve a practical and cost-effective route. 7. Drive the minibus for school trips or educational visits and act as an additional member of staff whilst on the trip if necessary. 8. Support the Premises Team with supervising the users of facilities to ensure the correct use of equipment and facilities and the safety and security of the Academy buildings. 9. Locking and alarming buildings as required. 10. Provide some basic caretaking duties and repairs whilst on site such as minor repairs and cleaning of areas. 11. Provide caretaking of Academy building during evening and weekend lettings, including setting up of equipment necessary for the lettings. 12. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal. | |
|  | **Essential** | **Desirable** |
| Qualification | * Must hold a D or D1 category on driving licence. * Must hold a clean driving licence. | * Current valid KCC approved minibus driver qualification (training can be provided for this) * Vehicle and general maintenance qualification eg NVQ |
| Experience | * Must be over 25 and have driven mini buses previously |  |
| Skills & Abilities | * An element of flexibility with regard to hours and range of duties. * Ability to communicate effectively with other school staff and teachers, senior leadership team, and pupils. * Good knowledge of vehicle and general maintenance. * Understands how to encourage and influence people to get the best from them. * Understands the needs of others and able to respond accordingly. * Understands and able to apply Health and Safety procedures relevant to the job such as: * manual handling; * safe use of machinery and/or equipment; * COSHH ; * First Aid and Hygiene Practice; * lone working procedures and responsibilities * Current Health and Safety legislation as it applies to this role * Able to recognise and to deal with emergency situations * Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals. * Demonstrable ability to communicate effectively. | |
| Qualities | * Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures. * Empathetic, tactful and diplomatic. * Solution focused, working collaboratively and collegially with colleagues and stakeholders. * Excellent inter-personal skills. | |
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