

# Job Description



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<b>Job Title:</b>	<b>MPV Driver (part-time/term-time only)</b>
<b>Reporting To:</b>	<b>Estate Manager</b>
<b>Department:</b>	<b>Transport</b>
<b>Working hours:</b>	<b>20 hours per week during term time (4 hours per day – 2 hours in the morning and 2 hours in the evening)</b>

## Job summary

To transport students to and from school

## Key Responsibilities

- To observe at all times the current legislation and vehicle licensing law, including, W.T.D and daily default reporting
- Ensure the safety of passengers at all times in compliance with Health and Safety Legislation.
- Ensure customers and students are treated with politeness and courtesy and be a good ambassador for the school at all times
- Control numbers of passengers as directed by legislation/maximum occupancy numbers.
- Inform the Estate Manager immediately of any hazards, defects, non-compliance of Health and Safety regulations including any threat to the wellbeing of any students and staff
- To undertake any training as may be required
- To be prepared to assist the Estate Manager and Site Team in School whilst training. This may involve school maintenance, grounds work and assisting in cleaning of the minibus fleet.

## Principal working relationships

### Internal

- Headteacher
- Estate Manager and Site Team
- Teaching Staff
- Administration
- Students

### External

- Alpha Schools management and staff
- Parents
- Visitors

## Person specification

- Hold a PSV (Public Service Vehicle) licence or have held a full clean UK standard driving licence for at least two years and be willing to undergo training including D1 CPC training
- Be willing to undergo an Enhanced DBS Check

- Be reliable and punctual
- Be flexible to work when required with reasonable notice
- Have good communication skills with both adults and students
- Have experience in passenger carrying vehicles or be willing to undergo training

### **Remuneration**

- Dependent on experience
- Contributory Pension Scheme
- Professional development
- School fee discount

### **Training and Development of Self and Others**

- Be willing to undertake D1 Driver CPC Training online and at the Driver Training Centre in Hastings, East Sussex
- Develop and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development
- Encourage all staff to be similarly active in their personal and continuous professional development

### **General requirements**

All School staff are expected to:

- Maintain highest professional standards of appearance, punctuality, and conduct
- Forge positive, courteous relations with pupils, parents and colleagues
- Act with integrity and ensure that confidential and sensitive issues are dealt with in an appropriate manner
- Work towards, and support, the vision and the current objectives outlined in the School Development Plan
- Support and contribute to the School's responsibility for safeguarding students
- Work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Engage actively in performance management
- Actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
- Comply fully with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- Ensure that security procedures are upheld

### **Checks:**

- The jobholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Sackville School Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the jobholder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's DSL (Designated Safeguarding Lead) or to the Head so that a referral can be made accordingly to the relevant third party services.
- Any issues arising from references will be discussed at interview.