

NORTHFLEET SCHOOL FOR GIRLS

JOB DESCRIPTION

Post: Minibus Driver

Reporting To: Facilities Manager

Post Level & Grade: Kent Scheme 3
10 hours per week / 38 week per year
Monday 08:00 – 09:00 / 15:10 – 16:10
Tuesday 08:00 – 09:00 / 17:45 – 18:45
Wednesday 08:00- 09:00 / 15:10 – 16:10
Thursday 08:00 – 09:00 / 17:45 – 18:45
Friday 08:00- 09:00 / 14:20 – 15:20

Purpose:

Under the direction and guidance of the Facilities Manager the post holder will be part of a small team of Minibus Drivers for the school whom will drive students and staff on a range of trips and visits.

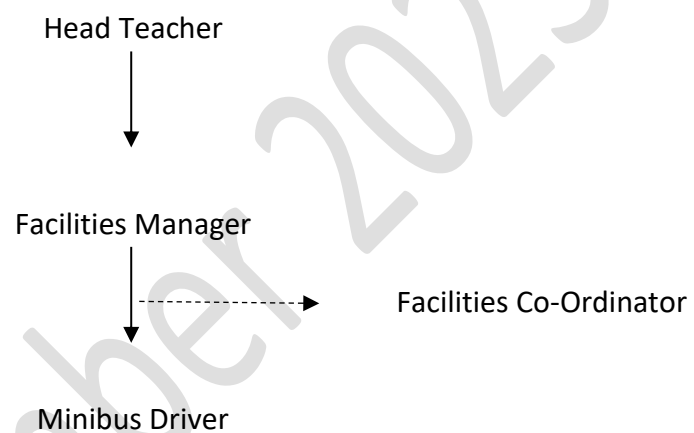
Main Duties:

- Driving the school minibus for journeys and outings in accordance with relevant training and legislation to meet the school's needs.
- Carry out daily checks of the vehicles and report any defects/issues as necessary to the Facilities Manager.
- Complying with Health & Safety, Fire Regulations and other school and KCC policies.
- Being aware of the responsibilities for safeguarding students in their learning environment.
- Demonstrating good practice with regard to attendance, appearance, punctuality, and behaviours in dealings with school staff, students, and staff at sites where trips and visits take place.
- Being a good role model for behaviour and attitude with a sense of humour and empathy for children.
- To undertake any other duties that the Headteacher may reasonably request.

Note:

- The above responsibilities are subject to the standards, general duties and responsibilities contained in Risk Assessments, Health & Safety Procedures and the school's aims, objectives and policies of the Governing Body.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

ORGANISATION:



Agreed by:

Postholder: _____

Date: _____

Print Name: _____

Headteacher: _____

Date: _____

Person Specification

Qualifications	<ul style="list-style-type: none"> • Hold a clean driving licence for at least 12 months with category D1 designatio
Experience	<ul style="list-style-type: none"> • Previous experience would be an advantage but not essential as training will be given e.g. minibus driving
Skills and Abilities	<ul style="list-style-type: none"> • An ability to be punctual and reliable • An ability to communicate factual information politely and courteously with school staff and staff at sites visited • An ability to be flexible and able to work on own initiative • Ability to work confidentially, keeping work-related issues and discussions in the workplace • Display commitment to the protection and safeguarding of students • A good role model for behaviours and attitudes
Behaviours	<p>Behaviours which are compatible with our school vision, including:</p> <ul style="list-style-type: none"> • We achieve the best outcomes when all staff work together in a supportive collaborative environment • High expectations in all aspects of our work • Staff and students can 'enjoy the journey' <p>In addition, we expect the following</p> <ul style="list-style-type: none"> • A 'can do' attitude where all possible avenues are explored to achieve the best outcomes for students • Flexibility to work as required to achieve the best outcomes for students • Integrity and professional pride to do the job properly • Rigorous, consistent and logical approach to ensuring all procedures and policies are followed • Good sense of humour and ability to relate to colleagues, parents and students