## Job Description

|  |  |
| --- | --- |
| Job Title: | Minibus Driver & Caretaker |
| Reference: | SAR\_MB\_0123 |
| Reports to: | Business Manager |
| Responsible for: | No line management |
| Salary range: | KR4 £19,389 (pro-rata) (£11.65 per hour ) |
| Contract: | Casual Contract – as and when required |

|  |  |
| --- | --- |
| Main purpose of the role: | To drive the Schools’ minibuses to transport pupils in accordance with the Rules and Regulations of the Highway Code, including supervision of passengers and providing basic vehicle maintenance  |
| Main duties: | 1. Drive the minibus 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 Rosewood Schools’ policies.
2. Provide checks and basic maintenance for the vehicles e.g. oil levels, cleaning of vehicles, etc and arrange with the Site 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. 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 Executive Head Teacher
 |
|  | **Essential** | **Desirable** |
| Qualification | * Must hold a D or D1 category on driving licence.
* Must hold a clean driving licence.
* Have at least 4 years driving experience
 | * 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
 | * Have experience in driving minibus
 |
| 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.
 |