Amanda Simpson, **Headteacher**

**Job Description**

**Job title:** Minibus Driver

**Contract:** Casual, all-year round

**Salary:**  Kent Range 3

**Location of vehicle:** Tunbridge Wells Grammar School for Boys, Tunbridge Wells

**Responsible to:**  Assistant Headteacher / Educational Visits Coordinator

**Purpose of Job**

To drive Tunbridge Wells Grammar School for Boys’ minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.

**Duties and responsibilities**

* Responsible for the safety, comfort and welfare of the children.
* Carry out driver’s daily and weekly vehicle checks, and to carry out basic maintenance.
* Report any vehicle defects, faults, incidents and accidents
* Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.
* Refuel vehicles as required.
* Maintain accurate records of vehicle usage.
* Maintain accurate records of the children using the service each day.
* Maintain and help to promote a good school image, working attire should be worn at all times and kept in a clean and tidy condition.
* Work within health and safety guidelines and other guidelines that may be issued from time-to-time
* Work within the constraints and guidelines as set out in the school handbook.
* To undertake any other associated duties as required by the Headmaster.
* Plan alternative road routes to and from school when necessary and keeping parents informed of any changes.

**Training**

* Attend relevant training courses as identified and agreed, this will include Kent Minibus Driver Awareness Scheme (MiDAS) training
* First Aid at work

**Health and Safety**

The school has a comprehensive policy statement on Health & Safety. As a minibus driver you will take all reasonable care for the health and safety of yourself, your colleagues and all other people who could be affected by your acts or omissions at work. You will be expected to co-operate with the school’s health & safety officer to enable them to fulfil their obligations.

**Person Specification**

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| **Values and Attitudes** | * Clean driving licence
* Pleasant approachable personality.
* Ability to keep control of children
* An ability to communicate with a range of people
* Ability to work on own initiative and as part of a team.
* Reliable and trustworthy.
* Honest, sense of responsibility and confidentiality.
* Flexible approach to working arrangements.
* Sensitivity to user needs
* Willing to undertake training as appropriate.
* Willing to undertake additional training to enhance the services delivered by school.
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| **Experience, Skills and Knowledge** | * Hold a current, clean and valid driving licence D1 unrestricted or a PSV licence, D1 restricted (car licence obtained prior to 01/01/1997) considered.
* Capability to maintain accurate vehicle and user records.
* Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.
* Geographical knowledge of the local area, ideally
* First Aid, ideally
* Kent MiDAS training, ideally
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