



NEWINGTON COMMUNITY PRIMARY SCHOOL

Job Description for Minibus Driver

Job details:

Job title: Minibus Driver

Salary: CAT Grade 3 Point 11 £12.85 ph

Hours: Approx 5 hours per week, 38 weeks per year, 7:45am to 8:45am daily

Contract type: Permanent

Reporting to: School Business Manager

Main Purpose:

To provide safe and secure transport for students to and from external events and to school in the mornings.

Duties and responsibilities:

- To transport students to and from various external events as required, and provide pick up for designated students from home each morning.
- To liaise with designated line management for transportation requirements · To undertake basic vehicle checks on a daily, weekly and monthly basis - tyres, oil, water, general cleanliness and reporting any defects or damage to the Site Manager.
- To ensure that all students are checked on entry and exit from the minibus ensuring student safety
- To ensure that all students wear seat belts at all times, ensuring their safety during transit.
- To ensure that behaviour whilst on the minibus is acceptable and safe for both staff, students and the general public.
- To ensure that the minibus is clear of any rubbish at the end of each trip.
- To carry out emergency First Aid treatment when necessary and ensure that a member of SLT is informed of any incident
- To carry out duties at all times in accordance with the Academy's Health and Safety Policy
- To participate in your continued professional development and to actively participate in identifying training and development needs and to attend appropriate training as and when required
- To undertake other duties and responsibilities commensurate with the post as determined by the Line Manager.

You will hold a clean driving licence and either a D1 category on your licence or have completed the school minibus driving test.

Working with others

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the School Business Manager.
- Develop effective professional relationships with colleagues

Knowledge and Understanding

- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with school leaders and identifying relevant professional development to improve personal effectiveness
- Take opportunities to acquire the appropriate skills, qualifications and/or experience required for the role, with support from the school

Personal and professional conduct

- Proper and professional regard for the ethos, policies and practices of the school
- Demonstrates positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Have high regard for the need to safeguard pupils' well-being by following relevant statutory guidance along with school policies and practices
- Uphold values consistent with those required from teachers by respecting individual differences and cultural diversity
- Commitment to improving practice through self-evaluation and awareness
- Follow school policies and the staff code of conduct
- To maintain the highest standards of confidentiality at all times

Whole- school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Ensure that all practices adhere to the School's Health and Safety policy and risk assessments in place.

Other areas of responsibility

- This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a

reconsideration of the grading of the post. The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

Post holders may be required to demonstrate their continuing fitness for the job by undertaking post medical assessments or eye tests.

Post holders will be required to notify the Trust of any points/endorsements/bans that form part of the Essential criteria for holding a driving licence.

Person Specification

Feature	Essential Requirement
Communication	<ul style="list-style-type: none"> ● Exceptional interpersonal skills; ● Ability to remain calm and professional.
Abilities	<ul style="list-style-type: none"> ● Ability to adhere to agreed school policy and procedures with regards to minibus use ● Undertake daily and weekly vehicle checks ● Maintain accurate user records
Knowledge	<ul style="list-style-type: none"> ● Understand and be able to apply Health and Safety procedures relevant to the job. ● Geographical knowledge of locality ● Experience of working in an educational environment ● Hold an Emergency First Aid at Work Qualification or be willing to train ● Previous experience in a driving role
Qualifications	<ul style="list-style-type: none"> ● Hold a current, clean and valid licence D1 unrestricted or D1 restricted (where the individual's car licence was obtained prior to 01/01/1997) or Successfully undertaken a Passenger Carrying Vehicle Assessment (PCV) via the Driving Standards Agency (where the individual's car licence was obtained after 1/1/1997) ● Full UK or EU Licence for at least 12 months (for insurance purposes) The driving licence should not have: <ul style="list-style-type: none"> ● More than 0 points ● Have any drink/drive endorsements ● Have a ban within the last 5 years ● Have more than two current speeding endorsements ● Willingness to undertake in post training / updates as required