NORTHFLEET SCHOOL FOR GIRLS

JOB DESCRIPTION

**Post:** Minibus Driver

**Reporting To:** Facilities Manager

**Post Level & Grade:** Kent Scheme 3

**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:**

To ensure everyone is a successful learner who makes progress, achieves and enjoys learning by:

1. Driving the school minibus for journeys and outings in accordance with relevant training and legislation to meet the school’s needs.
2. Carry out daily checks of the vehicles and report any defects/issues as necessary.

To encourage everyone to be a confident individual who leads a safe, healthy, economically active life by:

1. Complying with Health & Safety, Fire Regulations and other school and KCC policies
2. Being aware of the responsibilities for safeguarding students in their learning environment.
3. Reporting defects with vehicles to the Facilities Manager.

**To support everyone being a responsible citizen who makes a positive contribution to the school and wider community by:**

1. 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.
2. Being a good role model for behaviour and attitude with a sense of humour and empathy for children.
3. Taking responsibility for own training and understanding in areas such as Working at Heights, Moving and Handling, and other relevant areas to ensure that Health & Safety procedures are met to avoid risk or harm to self or others.
4. Being able to assess how your work contributes to the whole school picture.

**To undertake any other duties that the Headteacher may reasonably request**:

Note:

1. Working hours will be subject to variation and maybe outside of ‘normal school hours’ both during the week and weekends subject to prior agreement. Unsociable hours will be necessary from time to time additional payment will be made in such instances.
2. 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.
3. 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.

**Knowledge, Skills & Personal Qualities:**

* Hold a clean driving licence for at least 12 months with category D1 designation
* Previous experience would be an advantage but not essential as training will be given e.g. minibus driving
* An ability to be punctual and reliable
* An ability to communicate factual information politely and courteously with school staff and staff at sites visited
* A good role model for behaviours and attitudes
* An ability to be flexible and able to work on own initiative

**ORGANISATION:**

Head Teacher

Facilities Manager

 Facilities Co-Ordinator

Minibus Driver

**Headteacher:**

Signed: Date:

**Job Holder:**

Signed: Date: