



WIGMORE SCHOOL ACADEMY TRUST

Job Description



Minibus Driver

Organisation(s): Wigmore School

Pay Range: HC3

Contract: Casual contract

Responsible to: School Business Leader

Responsible for: N/A

Functional links with: Pupils, staff, parents and other agencies, as necessary.

Main Purpose of Job:

To transport pupils from home to school in the mornings, return them in the afternoons using a school minibus and provide appropriate assistance to the pupils in the absence of an escort.

Responsibilities:

- Drive the vehicle in which the pupils are transported and ensure that the pupils are safely strapped in and properly seated.
- Ensure pupils are collected from the pick-up point and set down point at the end of school adhering to the school's safeguarding policy.
- Carry out regular checks on the fuel, oil and water levels and to undertake other basic checks (i.e. brakes, tyres).
- Ensure the servicing of the vehicle as required.
- Clean the vehicle on a regular basis, inside and out.
- Undertake any relevant training.
- Comply with the requirements of the Health and Safety at Work Regulations. Take reasonable care for the Health and Safety of him/herself and for others affected by his/her work, and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.

Specific Responsibilities:

General Information:

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of similar level of responsibility.

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments.

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Trust policies are met in respect of information held on the Trust's computerised systems.

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, Trust policies and good practice guidance.

This job description should be read in conjunction with the Staff Induction Policy and Staff Handbook.

All staff are required to participate in the Trust's appraisal process and undertake any necessary training and development, to keep up to date with the requirements of the job.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Under the H&SAWA 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the Trust on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of Wigmore School's Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate, adhering to policies and established practices. This post is subject to an enhanced disclosure.

Executive Headteacher's Name: Dr Rob Patterson (Executive Headteacher)

Executive Headteacher's Signature:

Date:

Employee Name:

Employee Signature:

Date:

Date Job Description reviewed:



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Person Specification



Minibus Driver		
	ESSENTIAL	DESIRABLE
Qualifications	• Clean Driving Licence including the provision to drive a minibus (AF, I) • Willingness to attend appropriate training, as required, including that of Driver Assessment Training (AF, I)	
Experience		• Experienced driver (AF, I)
Knowledge and Understanding	• The Highway code (I)	
Abilities and Skills	• A calm but authoritative manner with children (AF, I) • The ability to relate well to pupils, parents and staff in schools (AF, I) • Ability to work well under pressure (AF, I) • A keen awareness of the surroundings in order to prevent accidents or report incidents (AF, I) • The ability to follow instructions closely e.g. those relating to pupil's medicines (AF, I) • The ability and willingness to work flexibly (I) • A good timekeeper (AF, I) • Commitment to working with young people (I)	• Previous experience in working in schools as a minibus driver (AF, I)
Personal Attributes	• Resilient (I, R) • Reliable (I, R) • Committed (I, R) • Honest (I, R) • Trustworthy (I, R) • Dedicated (I, R) • Patient (I, R) • Loyal (I, R) • Good sense of humour (I, R) • High expectations of self and others (I, R)	

Other Factors	• Good attendance record (R) • Outstanding references (R) • A commitment to high educational standards, which maximise the achievements of all pupils (I, R) • A commitment to equality of opportunity for all pupils (I, R) • A belief in working in partnership and as part of an established team (I, R) • A commitment to continuous professional development (I, R) • A willingness to reflect upon experiences in a critical and constructive manner (I, R) • Police clearance (DBS check)	
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Evidence Key:

(AF) – Application Form

(I) – Interview

(R) – References