



## School Minibus Driver

We are looking to appoint a minibus driver, based at Scarisbury Hall School, to provide a responsive efficient and safe transport service for the pupils and school.

**Hours of work: 30 hours per week, term time only.**

Monday to Friday, morning drive is typically 06:00 – 09:00 and afternoon drive 16:00-19:00. We benefit from a slightly earlier finish on a Friday, so the Friday afternoon drive is 15:00-17:30. There will be opportunities for overtime.

**Rate of pay: £13.75 - £14.25 per hour.**

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring service, the school will conduct these checks.

To apply for this vacancy please complete a support staff application form and return to [recruitment@scarisburyhallschool.co.uk](mailto:recruitment@scarisburyhallschool.co.uk) before submitting your application please refer to our job description and person specification below.

If you require any further information, please contact our Transport Manager at [whiteheadl@scarisburyhallschool.co.uk](mailto:whiteheadl@scarisburyhallschool.co.uk) or call 01704 841151

## Job Description: Minibus Driver

### Job Title: Driver

Responsible to: Transport Manager

Job purpose: Under the direction and instruction of the Transport Manager to provide a responsive efficient and safe transport service for the school and pupils.

### Main activities:

- Drive a range of commercial vehicles for the transportation of students, other passengers and goods in accordance with agreed safe systems of work.
- Transport passengers in a safe and caring manner.
- To ensure that students are wearing seatbelts.
- To maintain an accurate register of the passengers on the vehicle and report any discrepancies promptly to the school.
- Carry out daily vehicle safety checks fuelling and basic maintenance, maintaining a high standard of vehicle cleanliness.
- Report any involvement in a road traffic accident and vehicle defect, reporting of any mechanical
- fault according to School procedures
- Load passenger/commercial vehicles in a safe and efficient manner.
- Provide support to pupils and passengers to enable safe entry to and exit from the vehicle, including use of personnel lifts and the securing of both wheelchairs and passengers in accordance with the Department of Transport Code of Practice
- Complete appropriate paperwork

## Person Specification: Minibus Driver

<b>Qualification and Training</b>	<b>Essential (E) or desirable (D)</b>	<b>Identified by Application form (AF), Interview (I) and Test (T)</b>
Full current clean driving licence	E	AF
Minibus driving to 16 seats and D1/D category. And CPC (certificate of professional competence)	D*	AF
First Aid qualification	D *	AF
Educated to GCSE / O level standard	D	AF
Ability to drive a motor vehicle and carry out routine maintenance	E	AF
<b>Experience</b>		
Experience of record keeping	D	AF/I
Ability to work effectively as part of a team	D	AF/I
Experience of driving passenger carrying vehicles and /or large vehicles	D	AF/I
Successful experience of working as a driver	D	AF/I
Experience of previous work in a school environment	D	AF/I
<b>Skills and attributes</b>		
Awareness of CoSSH	D	AF/I
Awareness of Health and Safety issues	D	AF/I
Evidence of excellent time management skills	E	AF/I
Evidence of working independently with the minimum of supervision	E	AF/I
Evidence of being an effective team player	E	AF/I
Evidence of organising tasks efficiently and to deadlines	E	AF/I
Able to demonstrate a willingness to attend appropriate training and development	E	AF/I
<b>Personal qualities</b>		
Commitment to safeguarding and protecting the welfare of children and young people	E	AF/I
Have good communication and interpersonal skills	E	AF/I
Have a positive approach to customer care and service delivery.	E	AF/I
Willingness to work occasionally outside of contracted hours (e.g. Parents Evenings, Open Evening, lettings etc	E	AF/I

\* Training can be provided