

## Sherrardswood School

Job Description and Person Specification

School Bus Driver

## Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment. The role is subject to references and an enhanced DBS check.

Post title: Hours of work:	School Mini-Bus Driver Term-time, Monday-Friday 7am till 9am and 4pm till 6pm			
Responsible to:	Site Manager			
Main Responsibilities:				

• To be able to communicate effectively, and act as a first point of contact between children, parents, teachers and school staff		
• Undertake any other associated duties as required by the Headmistress		
The post holder may be required to attend, from time to time, training courses or other meetings as required by his/her own training needs and the needs of the school.		
This list is not intended to be exhaustive and you may be required to undertake other reasonable duties as Sherrardswood School requires from time to time.		

## **Person Specification**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The role is subject to references and an enhanced DBS check.

	Essential	Desirable	Method of assessment
Qualifications:	• Full and clean UK Driving Licence with D1 entitlement		Production of the Applicant's certificates
Experience:	• Been driving for at least three years.	<ul> <li>Previous driving experience in passenger transport</li> <li>Previous experience in vehicle maintenance</li> <li>First aid qualification</li> </ul>	Contents of the Application Form Interview Professional references
Personal competencies and qualities:	<ul> <li>Excellent verbal communication skills</li> <li>Good all-round administrative skills</li> <li>Ability to work effectively and on own initiative, in a team</li> <li>Diplomacy and tact</li> <li>Professional personal presentation and attire</li> <li>Age 25+ (for insurance purposes)</li> </ul>		Contents of the Application Form Interview Professional references