



Sherrardswood School

Job Description and Person Specification

School Mini-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:

School Mini-Bus Driver

Hours of work:

Part Time, Term-time, Monday to Friday, 7 – 9 am and 4 – 6 pm

Salary

£8600 per annum

Responsible to:

Office Manager

Main Responsibilities:

- Drive a Mini-Bus in a safe manner and in compliance with highway regulations
- Be responsible for the health & safety, comfort and welfare of pupils and staff
- Carry out daily and weekly vehicle checks, including fire precautions, ensuring vehicles are roadworthy
- Carry out basic maintenance of vehicles and equipment as required
- Report any vehicle defects, faults, incidents and accidents in the vehicle log book and to the Office Manager
- Maintain all vehicles in a clean, hygienic and tidy condition both inside and out at all times, including replacement vehicles
- Refuel vehicles as required and log all receipts
- Cover for absent colleagues
- Work within health and safety guidelines as set out in the school Mini-bus Drivers' Operating instructions
- To work to pre-planned schedules and complete any record of work, record of driving and accident reports that may be required by law, Sherrardswood School, the 'Code of Practice' or procedures manual
- To deal with emergencies, according to School procedure
- 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:	<ul style="list-style-type: none"> • Full and clean UK Driving Licence • D and D1 training can be provided 	<ul style="list-style-type: none"> • Full and clean UK Driving Licence with D entitlement. • 	<ul style="list-style-type: none"> • Production of the Applicant's certificates
Experience:	<ul style="list-style-type: none"> • Been driving for at least three years. 	<ul style="list-style-type: none"> • Previous driving experience in passenger transport • Previous experience in vehicle maintenance • First aid qualification 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references
Personal competencies and qualities:	<ul style="list-style-type: none"> • Excellent verbal communication skills • Good all-round administrative skills • Ability to work effectively and on own initiative, in a team • Diplomacy and tact • Professional personal presentation and attire • Age 25+ (for insurance purposes) 		<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references