

Job Description and Particulars of Appointment

Details of Post

- Title: **School Minibus Driver**
- School/ Federation/Academy/Trust: **TrustEd Schools**
- Main Workplace: **Oldbury Wells School**
- Grade: **Grade 4, SCP 5**

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check. An online search will be undertaken as part of due diligence checks during the shortlisting process. All support staff posts are subject to the Asylum and Immigration requirements.

We are committed to broadening our staff diversity to better reflect the diversity of the West Midlands. We are committed to gender equality and to being a family friendly employer. We therefore always consider requests for flexible working and part-time alternatives to full time posts.

Purpose of Post

To operate the minibus fleet to provide a collection and return service for pupils as directed by the Senior Caretaker and/or Business and Operations Manager. To ensure that the children are being transported timely and safely and to be a presentable ambassador for the School.

Principal Duties and Responsibilities

Responsibilities

- To check their designated vehicle before use, against a predetermined safety checklist, and to return this to the Senior Caretaker every day, with any defaults duly noted
- Transport pupils from designated pick-up points to school in the morning, returning them in the evening on all school days
- Transport of pupils, as requested, on educational visits, trips and/or sporting events. This may sometimes include transporting pupils from other Trust schools and non-Trust schools, from one site to another
- Liaise with parents of the pupils being transported for all general day to day requirements, but referring all matters relating to finance to the School Business and Operations Manager
- Responsible for re-fuelling, maintenance and cleaning of minibuses
- To provide paperwork in respect of extra bus runs for billing purposes
- Carrying out other reasonable duties within the responsibilities of the post and capabilities and training as required as asked by the line manager.

Person Specification

Attributes	Essential (✓)	Desirable (✓)	Method used to gather information (A – Application form I – Interview T – Test P – Presentation)
Qualifications			
Full, clean UK driving licence with D1 entitlement.	✓		A
First Aid qualification		✓	A
Work or relevant experience			
Experience of driving larger vehicles or minibuses, ideally within an educational setting	✓		A
Experience with working with children or vulnerable adults		✓	A
Experience with working in an educational setting or other relevant environment		✓	A
Knowledge and Understanding			
Understanding of safeguarding and child protection.	✓		A
Skills and Abilities (relevant to post)			
Good communication skills and ability to relate well to children, staff, and parents	✓		A & I
Evidence of working well as part of a team	✓		A & I
Personal Qualities			
Ability to bring to the role, initiative, enthusiasm, and commitment	✓		I
Flexibility, reliability and punctuality	✓		I
Ability to work independently and responsibly.	✓		I