

MINIBUS DRIVER – JOB DESCRIPTION

Grade:	Grade 1
FTE Salary:	£22,366 plus £1,628 SEN allowance
Actual Salary:	£5,357.69 plus £389.98 SEN allowance
Hours of Work:	10 hours per week 07:00-09:30 and 15:45-18:15 Thursday and Friday, TTO (39 weeks)
Contract Type:	Permanent

MAIN PURPOSE

- To drive The Hive College minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.

DUTIES AND RESPONSIBILITIES

- Driving college vehicle.
- Responsible for the safety, comfort and welfare of the students.
- Carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance.
- Report any vehicle defects, faults, incidents and accidents.
- Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuel vehicles as required.
- Maintain accurate records of vehicle usage.
- Maintain accurate records of the students using the service each day.
- Maintain and help to promote a good college image, working attire should be worn at all times and kept in a clean and tidy condition.
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time
- Work within the constraints and guidelines as set out in the college handbook.
- To undertake any other associated duties as required by the Executive Principal.
- Plan alternative road routes to and from college when necessary and keeping parents informed of any changes.

Support for the college

- To adhere to the ethos of the college, for example:
 - To set an example of personal integrity and professionalism
 - To promote the agreed vision and aims of the college

- Attendance at appropriate staff meetings
- Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of The Hive College.

SUPERVISION RECEIVED

- Supervising Officer's Job Title: Assistant Principal

Notes:

This job description may be amended at any time in consultation with the postholder.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY

MINIBUS DRIVER – PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Hold a current, clean and valid driving licence D1 unrestricted • Relevant driving qualifications • Willing to undertake training as appropriate
Experience	<ul style="list-style-type: none"> • Experience of driving minibuses for a school or college desirable • Capability to maintain accurate vehicle and user records • Ability to undertake daily and weekly vehicle checks and carry out basic maintenance
Skills and knowledge	<ul style="list-style-type: none"> • Work constructively as part of a team and understand college roles and responsibilities and your own position within these • Good organisation and personal management skills • Knowledge of Health and Safety regulations and procedures
Personal qualities	<ul style="list-style-type: none"> • Commitment to the safeguarding of young adults • To be organised and efficient • Reliable and punctual • Willingness to work flexibly when required
Safeguarding	<ul style="list-style-type: none"> • Enhanced DBS is essential • This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role

Notes:

This job description may be amended at any time in consultation with the postholder.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY