



This job description seeks to provide an outline of the duties and responsibilities of the post. The job holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager. It is not a definitive document and does not form part of the main statement of terms and conditions or the contract of employment, and will be reviewed regularly in the light of changing service requirements. Any such changes will be discussed with the post holder.

The post holder is expected to comply with all relevant School policies, procedures and guidelines, including those relating to equal opportunities, health and safety and confidentiality of information.

**DATA PROTECTION ACT 1998**

Under provision of this act it is the responsibility of each member of staff to ensure that all information, held manually or on computerised systems, related to students, staff or visitors to which she/he has access during the course of their employment is regarded as strictly confidential. Failure to observe confidentiality may result in disciplinary action.

**ROLE PROFILE**

<b>Department/Section:</b>	Education (Schools), Facilities Team
<b>Role Title:</b>	Minibus Driver
<b>Reports To:</b>	Facilities Manager
<b>Role Purpose:</b>	To provide home to school transport

<b>Band:</b>	Grade B - £18065 - £18371  Hours: 20 hours per week, Monday to Friday, 0700 – 0900 and 3pm to 5pm time, term time only (39 weeks)
<b>Role profile:</b>	<ul style="list-style-type: none"> <li>• Transport children or vulnerable adults to and from school(s).</li> <li>• To build fast positive and professional relationships with passengers, educational establishments, and families.</li> <li>• To work in an effective, safe, flexible manner and support the operation of the Trust.</li> <li>• To keep vehicle in a clean and tidy manner at all times.</li> <li>• Be available both am and pm for all school days.</li> </ul>
<b>Driver responsibility</b>	<ul style="list-style-type: none"> <li>• To drive the Trust’s minibus.</li> <li>• Vehicles and Fuel cards provided (both for Trust work only).</li> </ul>

	<ul style="list-style-type: none"> <li>• To have sufficient command of the English language.</li> <li>• Hold a Full UK Driving Licence.</li> <li>• You must be 25 years of age or above for vehicle insurance purposes</li> <li>• DBS criminal record check as you will be working with children, young persons and/or vulnerable adults.</li> <li>• You should have a friendly and positive attitude, enjoy working with children, be fit and reliable.</li> <li>• To be sufficiently medically fit to pass a Group 2 medical to comply with licensing standards Driver Benefits</li> </ul>
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## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Skills, Abilities and Knowledge</b>	Strong customer focus Excellent interpersonal communication skills	
<b>Knowledge, Training and Experience</b>		Experience of working in a similar capacity
<b>Personal attributes</b>	Flexible and adaptable working style Calm under pressure	