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| Job advert  **UTC South Durham Minibus Driver (2 Posts)**  **Preparing students for outstanding STEM careers**  **NOR:** up to 600 | **Age range:** 14-19 | **Start:** September 2016  **Salary:** NJC Local Government pay £8.27 per hour, 15-25 hours per week, Term time only | **Y:\Branding\Logos\UTC South Durham\jpeg_png\Portrait on White\UTC_South_Durham_Port_rgb_lowres.jpg** |

**Can you support our business to success?**

University Technical College South Durham opens in September 2016 and will be the first UTC in the North East. With a focus on advanced manufacturing and engineering it will be located on Aycliffe Business Park, County Durham. We’ll provide an outstanding education for 14-19 year olds, encompassing real, relevant workplace experience in partnership with world-class companies.

The chance to create an innovative education establishment is very rare and this is an exciting opportunity to join us from the start; working to support an outstanding experience for our students. You will be a member of a small support team led by the Business Manager. As part of the support team you will focus on delivering the UTC’s minibus service to students. This will equate to 1.5-2.5 hours on a morning and 1.5-2.5 hours on an evening Monday to Friday. Driving between the hours of 6.30am to 9am and between 4pm to 6.30pm. There would also be the possibility further need for trips and excursions during the day particularly in the first term.

You will have experience of bus driving, ideally within an education environment. You’ll build positive relationships with staff, students and partners. You can demonstrate a knowledge of the practical requirements required to provide an efficient transport service

Our sponsors, Hitachi Rail Europe, Gestamp Tallent and the University of Sunderland, are committed to creating an outstanding school that will provide a talented young workforce for companies in the North of England. If you have the expertise and commitment to make a life-changing impact on our students then we’d like to hear from you.

*We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children.*

**Closing date:** Noon on Monday 22nd August 2016 | **Interviews:** 26th August 2016

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| To arrange an informal discussion, please email:  Jean Bell, Business Manager  Jean.bell@utcsouthdurham.org  Further information and application form downloadable from:  www.utcsouthdurham.org/vacancies  ***No agencies please.*** | ***Y:\Branding\Logos\BDT\utc-col-h.jpg*** |

Job description

**UTC South Durham Minibus Driver**

**Job title:** UTC South Durham Minibus Driver (2 posts)

**Employer:** South Durham UTC Trust

**Responsible to:** Business Manager

**Salary:** Pay scale 8.27 per hour, 15-25 hours, Term Time only

Under supervision of the Business Manager the Minibus driver will be responsible for supporting UTC staff and students to effectively access transport to and from the UTC and other events as required. As part of a small support team the Minibus driver will provide the services below:

**1. Support for Pupils**

* Support Pupils in safely traveling to and from the UTC on defined routes
* Facilitate the maintenance of the minibuses to ensure student health and safety
* Support students to access other events and visits as required
* Monitor and control student behaviour whilst in the UTC Minibuses

**2. Support for UTC**

* Assist teachers and department leads to transport students to and from events and visits
* Monitor, clean, carry out routine checks and control the UTC Minibuses
* Facilitate the servicing and maintenance of the UTC Minibuses
* Facilitate the statutory inspections of UTC minibuses
* Be responsible for keeping and updating records as agreed with Business Manager
* Check fuel and refuel as necessary
* Complete admin required in line with VOSA requirements

**3. Delivering support services**

* Ensure Health and Safety compliance in regards to the Minibuses.
* Ensure compliance with Hire Purchase requirements.
* Ensure that the Minibuses are parked safely and secured overnight.
* Order, monitor and record stock equipment and consumables as required.
* Determine the need for route plans and resources.
* Review policies, procedures and risk assessments

**4. Working within the organisation**

* Promote the UTC’s values with staff, students and external agencies.
* Treat students as young adults, show them respect and earn theirs.
* Promote the Workplace Skills through discussion with students and by demonstrating them in a professional approach.
* Work with the Business Manager to critically evaluate the UTC’s transport and influence changes.
* Contribute to the CPD of other staff using own expertise and seek opportunities to develop personal knowledge and skills.
* Be efficient with resources and mindful of waste to ensure value for money.

**5. Additional duties**

* Act with integrity and ensure a high standard of care and safeguarding for all our students.
* Be aware of and comply with health and safety rules and legislation, ensuring the safety of students and staff at all times.
* Appreciate and support the role of other staff.
* Contribute to the overall ethos/aims and mission of the UTC.
* Act in compliance with data protection legislation in respecting the privacy of personal information.
* Comply with the principles of the Freedom of Information Act 2000 in relation to the management of UTC records and information.
* Undertake additional duties as may be reasonably directed by the Principal where they meet the priorities of the UTC.

Person specification

**UTC South Durham Minibus Driver**

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| **Training and qualifications** | **Essential** | **Desirable** | **Evidence** |
| Full (incl. D1), clean, current driving licence | √ |  | Sight |
| Good range of general practical skills in the area of employment | √ |  | Application |
| Specialist training e.g. MIDAS |  | √ | Sight |
| Undertaken relevant CPD | √ |  | Application |

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| **Experience of providing support services** | **Essential** | **Desirable** | **Evidence** |
| Experience of minibus driving | √ |  |  |
| Experience of working in a school or educational environment |  | √ | Application/reference |
| Experience of supervising young people | √ |  | Application/reference/ interview |
| Extensive experience of facilitating service and maintenance for vehicles |  | √ | Application/interview |

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| **Professional knowledge and**  **understanding** | **Essential** | **Desirable** | **Evidence** |
| Good working knowledge of best practice in vehicle maintenance | √ |  | Application/reference/ interview |
| Good Knowledge of VOSA requirements | √ |  | Application/reference/ interview |
| Good knowledge of risk assessment and compliance in respect to transport | √ |  | Application/reference/ interview |
| Knowledge of legal requirements in respect to transport. | √ |  | Application/reference/ interview |
| Awareness of specific health and safety requirements for Minibuses in education establishments | √ |  | Application/reference/ interview |
| Skilled in the use of ICT | √ |  | Application/reference |

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| **Personal qualities and skills** | **Essential** | **Desirable** | **Evidence** |
| Honesty, integrity and professionalism | √ |  | Reference/interview |
| Excellent interpersonal skills and builds positive relationships with staff, and students | √ |  | Reference/interview |
| Able to organise, prioritise and meet deadlines | √ |  | Reference/interview |
| Work flexibly and be able to adapt to changing situations | √ |  | Application/reference/ interview |
| Communicate well orally and in writing | √ |  | Application/reference/ interview |
| Possess the energy and drive to deliver support services | √ |  | Reference/interview |
| Able to work as part of a wider team with a flexible approach to the role | √ |  | Reference/interview |
| Able to respond calmly to challenging situations and demonstrate stamina and resilience | √ |  | Reference/interview |
| Willingness to take on responsibilities beyond previous experience with suitable support | √ |  | Application/reference/  interview |
| Absolute commitment to the UTC ethos and attitude towards students as young adults | √ |  | Application/reference/ interview |

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| **Special requirements** | **Essential** | **Desirable** | **Evidence** |
| No adverse criminal record | √ |  | DBS check |
| Eligibility to work in UK | √ |  | Sight |

UTC South Durham is committed to safeguarding and promoting the welfare of children and young people. We expect all employees and volunteers to share this commitment.