

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: £8.27 per hour, 25 hours per week, term time only



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 2.5 hours on a morning and 2.5 hours on an evening Monday to Friday. Driving from 6.30am to 9.00am and from 4.00pm to 6.30pm. There may also be the need for trips and excursions during the day particularly in the first term.

You will have experience of providing minibus driving within a transport 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 5 September 2016 | **Interviews:** 7 September 2016

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.



**University
Technical
Colleges®**

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:	£8.27 per hour, 25 hours per week, 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 students

- Support students in safely travelling 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

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

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

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

Personal qualities and skills	Essential	Desirable	Evidence
Ability to meet the transport requirements of the post	√		Application/reference/interview
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

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.