



Post Title	Minibus Driver (with D1 licence)
Purpose	To drive the school minibus
Responsible to	Principal
Contract Type	PVH
School Type	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16
Grade	Band C (£9.79 per hour)
Disclosure Level	Enhanced
Expectations	<p><u>There is an expectation that all adults who work at Castle View Enterprise Academy will:</u></p> <ul style="list-style-type: none"> • Create opportunities to support the Academy vision • Have respect and care for students and all other adults • Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do • Support the Academy uniform policy for students and echo this through professional and business-like mode of dress.

Duties & Responsibilities	<ul style="list-style-type: none"> • Transport students to and from school • Ensure minibus has sufficient fuel for required journeys • Inspect mini bus before and after each journey • Ensure minibus is kept clean and tidy • Ensure students behave in an appropriate and safe manner during transport • Report student conduct to staff as appropriate • Any other reasonable requests, as directed by the Principal.
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Professional Values & Practises	<ul style="list-style-type: none"> • Having high expectations of all students; respecting their social, cultural, linguistic, religious and ethnic backgrounds and being committed to raising their educational achievement • Treating students consistently with respect and consideration and being concerned with their development as learners • In line with the Academy's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment • Working collaboratively with colleagues as part of a professional team and carrying out roles effectively Knowing when to seek help and advice from colleagues • Reflecting upon and seeking to improve personal practise
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	<ul style="list-style-type: none"> • Working within Academy policies and procedures and being aware of legislation relevant to personal role and responsibility in the Academy • Recognising equal opportunities issues as they arise in the Academy and responding effectively following the Academy's policies and procedures • Building and maintaining successful relationships with students, parents/carers and staff.
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Person Specification

CRITERIA	ESSENTIAL = E DESIRABLE = D
Personal Qualities	
A Full UK driving license (with a D1 licence)	E
Excellent organisational skills	E
Ability to communicate effectively	E
Attention to detail	E
Flexible approach to working	E
Ability to work under pressure	E
Good health and attendance record	E