

Job Description Minibus Driver

Job Purpose	<p>To help deliver the School's aims and objectives by ensuring the provision of an efficient and effective daily minibus service and occasional <i>ad hoc</i> driving duties.</p> <p>Working under the direction of the Facilities Manager to drive any of the school's mini-bus or other vehicles to transport pupils, staff and visitors as required.</p>
Accountable to:	School Transport Manager
Accountable for:	No line management responsibility
Accountabilities	<ol style="list-style-type: none"> 1. Management of resources <ol style="list-style-type: none"> 1.1. Site security <ol style="list-style-type: none"> 1.1.1. Adhere to all systems for the recording of keys and entry codes used throughout school premises. 1.1.2. Assist caretaking team as necessary under instruction from the Facilities Manager. 1.2. Premises, plant & equipment <ol style="list-style-type: none"> 1.2.1. According to the school's requirements, policies and procedures transport pupils, staff and visitors as required in any of the school's vehicles. 1.2.2. Provide polite and courteous service to all passengers including assisting them, where necessary, to board the vehicle and take their seats safely. 1.2.3. Adhere to all school policies for safety and security of its vehicle fleet including adherence to site parking arrangement. 1.2.4. Perform routine maintenance and cleaning of school vehicle fleet to ensure it is maintained in exemplary condition. 1.2.5. Immediately report any maintenance, service of safety issues relating to school vehicle fleet. 1.2.6. You will be required to keep your allocated school vehicle in a clean and presentable condition at all times. 1.2.7. You will be provided with a school mobile device to facilitate the performance of your duties and the data accessible from it in accordance with the school's ICT Code of Conduct. 2. Management and Teamwork <ol style="list-style-type: none"> 2.1. Take personal pride in ensuring that all school operated transportation services are pleasant, safe and effective. 2.2. To work co-operatively with colleagues and, in particular, with any Chaperone assigned to their service, to achieve the aims and objectives of the post and the School.

- 2.3. To participate positively in the implementation of new working methods and practices as required.
- 2.4. To undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.
- 3. Health and Safety**
 - 3.1. To comply with all School and Trust Health & Safety policies and to take reasonable care for the health and safety of him/herself and anyone who may be affected by his/her actions.
 - 3.2. Carry out designated procedures in the event of fire, flood, breaking and entering, accident or major damage in accordance with school policy, reporting any required matters as necessary in accordance with such procedures.
 - 3.3. To report any issues affecting Health & Safety on site to the Health & Safety Co-Ordinator by the quickest possible means.
 - 3.4. If a qualified first aider, render emergency first aid to staff, pupils and visitors.
- 4. Communications and marketing**
 - 4.1. Provide a courteous, friendly service to all stakeholders both internal and external. (e.g. pupils, parents, staff, contractors, GDST Estates Department, Governors, PTA etc.).
 - 4.2. Ensure high profile events such as open days, fairs and parents' evenings run smoothly by ensuring that visitor transportation is attended to as required.
 - 4.3. Recognise, at all times, that the school minibus fleet is a highly visible, recognisable and high profile representation of the School in the wider community and that its appearance, driver conduct, parking etc have a strong bearing on public perceptions of NHSG
- 5. General**
 - 5.1. Provide support and assistance to the Maintenance Supervisor and Caretaking and Grounds staff as required.
 - 5.2. Carry out any other reasonable duties as required by the Facilities Manager to cover the continuing operation of the School. This may include driving the school van or other school vehicles from time to time.
- 6. Training & development of self and others**

	<p>6.1. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.</p> <p>6.2. Ensure that training needs within the services for which responsible are identified, appropriately met, and that all members of staff are active in their own personal and work-related development.</p>
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<p>General requirements</p>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> a. Work towards and support the school’s vision and current objectives outlined in the School Development Plan, contributing to the school’s long-term success and reputation. b. Support and contribute to the school’s financial sustainability and efficiency by seeking value for money in all school activities and decisions. c. Positively advocate for the school, actively contributing to the school’s marketing efforts and public relations by promoting its values, strengths, and achievements and participating in events and activities aimed at pupil recruitment and retention. d. Contribute to the school’s programme of co and extra-curricular, enrichment, partnership and outreach activities, enriching the pupil experience beyond the classroom. e. Support and contribute to the school’s responsibility for safeguarding pupils, promoting their welfare and protection in all aspects of school life and being vigilant for indicators of harm, actual or potential, outside of school and reporting concerns as necessary, in accordance with the school’s safeguarding policies. f. Work within the school and GDST’s health and safety policies to ensure a safe working environment for all staff, pupils, and visitors. g. Work within the school and GDST’s diversity and inclusion policies, promoting equality of opportunity for all pupils and staff - current and prospective. h. Abide by the school and GDST’s data protection and cyber security policies to preserve the security and integrity of personal and corporate data and systems. i. Support the school and GDST’s commitment to sustainability, actively working towards environmental goals and promoting sustainable practices in school operations. j. Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with pupils, parents, colleagues and the wider community.
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	<ul style="list-style-type: none"> k. Engage actively in the performance review process and take advantage of appropriate training and development opportunities to improve skills and performance. l. Adhere to policies as set out by the GDST and the school. m. Undertake other reasonable duties related to the job purpose as required from time to time.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Skills Required

Driving of passenger vehicles in a way that ensures a smooth safe journey and inspires confidence in the driver	Essential
Remain calm, professional and polite at all times	Essential
Provide excellent customer service when dealing with all passengers and other stakeholders	Essential
Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies	Desirable
Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines	Desirable

Knowledge Base

Knowledge of relevant health and safety requirements	Desirable
Knowledge of security and emergency procedures	Desirable
Understanding of child protection issues	Desirable

Qualifications/Attainment

D or D1 (without restrictions) driving licence	Essential
Current PCV or MIDAS test certificate	Desirable
Numeracy and literacy skills to GCSE or equivalent	Desirable
Up to date First Aid at Work Qualification	Desirable

Experience

Previous experience of driving people professionally would be an advantage	Desirable
Experience of direct customer service activities	Desirable

Attitude/approach

Honesty and integrity	Essential
Professional and approachable attitude	Essential
Willingness to learn new skills	Essential
Self-motivated with a positive 'can do' approach to work	Essential
Reliable	Essential
Well Presented	Essential
Flexible over working hours according to the needs of the school	Essential