

Job Description



Post title	Minibus Driver/ Cleaner
Grade	Grade 3
School Name	Belmont Community School
Reporting to	School Business Manager
Location	Belmont Community School
Disclosure and Barring Service (DBS)	This post is subject to an Enhanced Disclosure . This post is exempt from the Rehabilitation of Offenders Act 1974. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Description of role

To provide a safe and efficient minibus driving service for the school , while acting as a key holder to school premises and maintaining school premises, grounds, and facilities to a high standard of cleanliness, safety, and tidiness through regular cleaning, portage, and minor maintenance tasks.

Duties and Responsibilities

- Provide a reliable and safe driving service for the school minibus, ensuring student and staff transport for trips, sporting events, or daily routes
- Perform pre-drive safety checks (oil, water, tyres) and maintain vehicle logs
- Responsible for fuelling of the school transport
- Responsible for the cleanliness of the vehicle and the levels of petrol and fluid levels, to ensure efficiency and safety
- Reporting any concerns with regard to the road worthiness of the vehicle to the line Manager
- Supervision of students on the school bus to ensure safety (including checks to ensure seatbelts and head rests are being used appropriately and that the students remain in their seats at all times
- Enforcement of the school behaviour policy and the reporting of any incidents or unsatisfactory behaviour to the line manager
- Communicating, using agreed school protocols, with parents of pupils on the bus to ensure efficient and safe practice
- Collecting and dropping off students at designated locations and times
- Liaising/reporting with the School Office/Line manager regarding accidents/incidents
- Act as a designated keyholder for the school premises
- Continually upkeep school general cleaning; removing litter, clearing graffiti, and emptying external bins daily to ensure a safe, hygienic environment.
- Carry out regular portage duties across the school site, including moving furniture, setting up halls for examinations or assemblies, and unloading/distributing heavy deliveries

- General maintenance such as light painting
- Any other relevant and appropriate occasional duties that may be required by the line manager.
- Appropriate cleaning duties within the school.

Schools Responsibilities

There is an expectation that all adults who work at Belmont Community School will:

- Create opportunities to support the school 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 school uniform policy for students and echo this through professional and business-like mode of dress.
- Contribute to the school enrichment programme.

Values and behaviours

To demonstrate and be a role model for the school's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the service in education we provide.

Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role and to be creative, innovative and empowered. Understand the operational impact of transformational change within the school.

Communication

To communicate effectively with our pupils, senior leadership team, peers, and partners and to work collaboratively to provide the best possible education. Communication between colleagues, services and partner organisations is imperative in providing the best possible education.

Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the schools Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the schools policies and procedures in relation to data protection and security of information.

Climate Change

To contribute to our school's responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the school's appraisal processes to ensure continuous learning and improvement and to increase schools' performance.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

Person Specification

Attributes	Essential	Desirable
Qualifications	Full clean driving licence	PCV licence
Experience	Knowledge of relevant Health and Safety legislation	Experience of inspecting road worthiness of vehicles, cleanliness etc
Skills and Knowledge	Ability to work on own and respond to changing priorities Ability to communicate effectively both verbally and in writing to other school staff and students Flexible approach to working arrangements in accordance with the duties of the post. Willingness to undertake training to advance skills, experience and knowledge and to ensure that up to date procedures and legislation are followed	Awareness of the schools behaviour management policy
Personal Qualities	Have a positive attitude to working with children and parents Ability to take direction, work as part of a team and under own initiative Ability to conduct duties in a professional manner.	