**Job Description**

**Casual Mini Bus Driver**

**Grade**

**Hours**

**Primary Purpose of the Job** To drive the Trust minibus, transporting students and staff

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**Responsible to** Chief Operating Officer

**Principal Responsibilities**  Responsible for providing transport for students and staff, providingad hoc journeys, for example, sports fixtures and school trips as and when required by mutual arrangement.

**MAIN DUTIES**

* To safely transport pupils and staff from given pick-up points to set delivery points as required.
* Ensure that any passengers are transported safely and with due care
* Ensure that the minibus is kept clean and in good condition, including, but not restricted to:
* Ensure signs inside the bus are properly attached and in good condition
* Regular visual inspection/checking of tyres, lights, oil, water, replenishment of fuel to facilitate the safe and legal use of the vehicle operated
* Ensure that any additional work required is communicated immediately to the Chief Operating Officer so that services are not disrupted for lengthy periods and appropriate instructions can be given regarding action to take
* Maintain log sheets and any other records which may be required
* Ensure that vehicles driven and that driving times accord with road traffic regulations and all other appropriate legislation
* To update professional knowledge and competence as necessary
* Adhere to all Trust policies including Health and Safety guidelines for minibus drivers

**Customer Care -** To provide quality services that are what our customers want and need. To give customers theopportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.

**Develop oneself and others** - To make every effort to access development opportunities and ensure you spendtime with your manager identifying your development needs through your personal development plan. To be ready to share learning with others and to take part in the school’s system of annual appraisal of performance.

**Valuing Diversity** -To accept everyone has a right to their distinct identity. To treat everyone with dignity andrespect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

**Safeguarding** – Vantage Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Prepared by: H Hodgson Date: May 2019

**Person Specification**

**Casual Mini Bus Driver**

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| **STAGE ONE** | Disabled Candidates are guaranteed an interview if they meet the essential criteria   |  |  |  | | --- | --- | --- | | STAGE ONE MINIMUM ESSENTIAL REQUIREMENTS |  | METHOD OF ASSESSMENT | | Hold a current full PCV classification driving licence | E | Application/ interview | | Experience of driving passenger carrying vehicles | D | Application/ interview | | A basic knowledge of vehicles maintenance systems | D | Application/ interview | | Hold First Aid at Work qualification or be willing to undertake relevant training | E | Application | | Experience of working in a school environment | D | Application | | Knowledge of child protection | D | Application/ Interview | | Working knowledge of health & safety issues which would lead to a requirement to have knowledge of relevant legislation | D | Application/ Interview | | **General Circumstances** |  |  | | Commitment to providing a quality service | E | Application/ interview | | Self motiviation and flexibility | E | Application/ interview | | Commitment to undertake training and development as required | E | Application/ interview | | Honesty, reliability and trustworthiness | E | Application/ interview | | **Attributes** |  |  | | Ability to work on own initiative | E | Application/ interview | | Ability to work effectively as part of a team | E | Application/ interview | | Ability to work to a timetable | E | Application/ interview | | Flexible approach to working | E | Application/ interview | | Ability to effectively manage pupil behaviour in accordance with school policy and procedure | E | Application/ interview | | Excellent communication skills with pupils | E | Application/ interview | | **Factors not already covered** |  |  | | Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995 | E | Medical | | | | | | | | | |
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| **MINIMUM ESSENTIAL REQUIREMENTS** | | | | | **METHOD OF ASSESSMENT** |  | | | |
|  | |  |  | |  |  | | | |
| **CORE ORGANISATIONAL COMPETENCIES** | | | | |  |  | | | |
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|  | |  | **Valuing Diversity** | |  |  | | | |
|  | |  | Listen, support the diverse contributions made to the school/setting | |  |  | | | |
|  | |  | without prejudice. Challenge behaviours and processes which do | | Interview/ Application form |  | | | |
|  | |  | not positively advance the diversity agenda whilst being prepared | |  |  | | | |
|  | |  | to accept feedback about own behaviour. Recognise people’s | |  |  | | | |
|  | |  | strengths, aspirations and abilities and helps to develop their | |  |  | | | |
|  | |  | potential. Understand how Valuing Diversity and inclusion can | |  |  | | | |
|  | |  | improve our ability to deliver better services and reduce | |  |  | | | |
|  | |  | disadvantage. | |  |  | | | |
|  | |  |  | |  |  | | | |
|  | |  | **Caring for Customers** | |  |  | |
|  | |  |  |  | Interview | |  | |
|  | |  | Listen and respond to customer need. Network with others to | |  |  | |
|  | |  | develop services for the benefit of the school/setting community. | |  |  | |
|  | |  |  |  |  | |  | |

**Developing Self and Others**

Interview/Application form

Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Strives for improvement and take responsibility for own development. Be self-confident and lead by example.

**Health and Safety**

Interview

Ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk.

**Confidentiality**

Interview

Acknowledge the need to maintain confidentiality at all times and to become aware of the National, Local Authority and School policies on Confidentiality, and the management and sharing of information.

**Energy Efficiency**

Interview

Be aware of the energy efficiency issues in own area of work and throughout the organisation



Note to Applicants: **Please try to show in your application form how best you meet these requirements**

**Date Person Specification Prepared/Updated** **May 2019**

**Person Specification Prepared By** H Hodgson