

Role	Relief Minibus Driver
Job Purpose	To help deliver the School's aims and objectives by ensuring the provision of an efficient and effective Minibus service
Accountable to:	Finance and Operations Manager
Accountabilities	<ol style="list-style-type: none"> 1. Minibus driving duties and responsibilities <ol style="list-style-type: none"> a) Provide a minibus driver service to support the school's minibus service, transporting pupils and staff to their destinations and to support the school's transport service. b) To provide appropriate communication service to stakeholders, parents and pupils, via text message primarily. c) To assist in the maintenance of the fleet of school minibuses ensuring that they in date for service, tax, and insurance, drawing any concerns to the attention of the Finance & Operations Assistant. d) To ensure that the daily and weekly safety checks are undertaken and that the fleet of school minibuses are cleaned inside and out weekly and fueled as and when required e) To keep a check on mileage in relation to maintenance, drawing any concerns to the attention of the Finance & Operations Assistant. f) To ensure the paperwork for each minibus is kept up to date and filed appropriately in the minibus log and that all staff using the minibus have a handbook for using the minibus. g) To provide a courteous, friendly service to all stakeholders both internal and external. (e.g. pupils, parents, staff, contractors, GDST Estates Department, Governors, PSA etc). 2. Training & development <ol style="list-style-type: none"> a) Regularly review own practice, set personal development targets and take responsibility for own continuous professional development. b) On commencement of employment, drivers are expected to pass MiDAS training and a basic first aid course.
General requirements	<p>All school staff are expected to:</p> <ol style="list-style-type: none"> 1. Work towards and support the school vision and the current school objectives outlined in the School Development Plan. 2. Promote and market the school at all times. 3. Support and contribute to the school's responsibility for safeguarding students.

	<p>4. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors</p> <p>5. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</p> <p>6. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</p> <p>7. Engage actively in the performance review process.</p> <p>8. Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.</p> <p>9. Undertake other reasonable duties related to the job purpose required from time to time.</p>
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

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	Essential
Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines/Text messaging	Essential

Knowledge Base

Knowledge of relevant health and safety requirements	Essential
Knowledge of security and emergency procedures	Essential
Understanding of child protection issues	Essential
Knowledge of routine preventive maintenance	Essential

Qualifications/Attainment

Full UK Driving Licence	Essential
PCV Minibus Licence	Essential if no D1 on licence
MIDAS certificate (can be obtained after joining)	Essential
First Aid at Work Qualification (can be obtained after joining)	Essential

Experience

Experience of minibus driving, preferably in an education context	Desirable
Local knowledge of roads, and those in surrounding areas covered by the minibus's route	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	Desirable
Flexible over working hours according to the needs of the school	Essential