



## SCHOOL MINIBUS DRIVER JOB DESCRIPTION

### Purpose of Job

To support the housekeeping functioning of the School. This will involve working within the whole school and carrying out a wide variety of cleaning tasks to support the effective running of School life. They will report to the Operations Manager. Their duties and responsibilities may be changed or adjusted from time to time according to the exigencies of school life, and to suit the School's development.

### Duties and Responsibilities

- Drive a Mini-Bus in a safe manner and in compliance with highway regulations
- Be responsible for the health & safety, comfort and welfare of pupils and staff
- Carry out daily and weekly vehicle checks, including fire precautions, ensuring vehicles are roadworthy
- Carry out basic maintenance of vehicles and equipment as required
- Report any vehicle defects, faults, incidents and accidents in the vehicle log book and to the Headmistress
- Maintain all vehicles in a clean, hygienic and tidy condition both inside and out at all times, including replacement vehicles
- Refuel vehicles as required and log all receipts
- Cover for absent colleagues
- Work within health and safety guidelines as set out in the school Minibus Drivers' Operating instructions
- To work to pre-planned schedules and complete any record of work, record of driving and accident reports that may be required by law, Abbotsford Preparatory School, the 'Code of Practice' or procedures manual
- To deal with emergencies, according to School procedure
- To be able to communicate effectively, and act as a first point of contact between children, parents, teachers and school staff
- Undertake any other associated duties as required by the Head

**This list is not intended to be exhaustive and you may be required to undertake other reasonable duties as Abbotsford Preparatory School requires from time to time.**

### Other Responsibilities

- Keep up-to-date with new initiatives in the School by attending meetings and training
- Support school activities, events and meetings as required
- Complete online training to maintain compliance of safeguarding and other mandatory subjects
- Comply with all School policies and set a good example for students and colleagues

# LUCTON SCHOOL



- Undertake other reasonable duties as the Head deems necessary for the effective operation of the School

## Requirements

- Strong attention to detail
- Ability to work alone without supervision
- Ability to work on own initiative, managing a heavy workload and at times conflicting priorities
- A dedication to the importance of safeguarding
- Excellent interpersonal and communication skills (written and oral)
- A discreet nature, able to retain confidential matters
- Happy to work in a busy, open plan environment
- Highly flexible, a team player with a good sense of humour and calm under pressure
- Enthusiasm for and sympathy with an educational environment and the ethos of Lucton School

Education is ever-changing and all staff are expected to participate constructively in schools' activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed regularly and varied in the light of the business needs of the school.

**Staff Member Acknowledgement** I have read, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_