



Job Description

Our whole group is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

<p>Post title:</p> <p>Working Hours:</p> <p>Remuneration:</p> <p>Responsible to:</p>	<p>Minibus Driver</p> <p>Permanent, Term Time only, Monday-Friday 6.30/7:00am-8.30/9:00am and 3.30pm-5.30pm</p> <p>Experience Dependent</p> <p>Head Teacher</p>
<p>Purpose of the Job</p>	<p>To support the smooth functioning of the School. This will involve working within the whole school and carrying out a wide variety of 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.</p>
<p>Main Responsibilities</p>	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • 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 <p>This list is not intended to be exhaustive and you may be required to undertake other reasonable duties as Lucton School requires from time to time.</p> <p>Other Responsibilities</p> <ul style="list-style-type: none"> • 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 <p>Undertake other reasonable duties as the Head deems necessary for the effective operation of the School</p>
<p>Requirements</p>	<ul style="list-style-type: none"> • 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 <p>Enthusiasm for and sympathy with an educational environment and the ethos of Lucton School</p>

Person Specification

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	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Full and clean UK Driving Licence with D1 entitlement 		Production of the Applicant's certificates.
Experience	<ul style="list-style-type: none"> Working with confidential information. Driving experience with a D1 licence Problem solving skills for giving instructions to contractors and support crew 	<ul style="list-style-type: none"> Previous driving experience in passenger transport Previous experience in vehicle maintenance First aid qualification 	<p>Contents of the Application Form.</p> <p>Interview.</p> <p>Professional references.</p>
Skills	<ul style="list-style-type: none"> Excellent interpersonal skills Build successful and appropriate relationships with pupils, staff, parents, and the wider community The ability to work unsupervised and to prioritise work during peaks of commitment Organising, multitasking, and scheduling skills 		<p>Contents of the Application Form.</p> <p>Interview.</p> <p>Professional references.</p>
Knowledge	<ul style="list-style-type: none"> Knowledge of effective maintenance and Health and Safety processes and systems. 	<ul style="list-style-type: none"> Understanding of Health and Safety requirements. Understanding of the importance and implementation of safeguarding procedures. 	<p>Contents of the Application Form.</p> <p>Interview.</p> <p>Professional references.</p>
Personal competencies and qualities	<ul style="list-style-type: none"> Excellent verbal communication skills Ability to work effectively and on own initiative, in a team Diplomacy and tactful Professional personal presentation and attire Age 25+ (for insurance purposes) 		<p>Contents of the Application Form.</p> <p>Interview.</p> <p>Professional references.</p>

