 LUCTON SCHOOL

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| **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.** | | | | |
| **Post title:**  **Working Hours:**  **Remuneration:**  **Responsible to:** | | Minibus Driver  Monday-Friday, Term Time Only, Permanent, 6:30am-9:15am & 4.15pm - 6.15pm  £10.50 per hour  Head | | |
| **Main 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 logbook and to the Head. * 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, the 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.   The post holder may be required to attend, from time to time, training courses or other meetings as required by his/her own training needs and the needs of the school.  This list is not intended to be exhaustive, and you may be required to undertake other reasonable duties as the school requires from time to time. | | |
| **Person Specification**  **Lucton Preparatory School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** | | | | |
|  | **Essential** | | **Desirable** | **Method of assessment** |
| **Qualifications** | * Full and clean UK Driving License with D1 Entitlement. | |  | * Production of the Applicant’s certificates |
| **Experience** | * Experience of driving for at least 2 years. | | * Previous driving experience in passenger transport. * Previous experience in vehicle maintenance. * First aid qualification. | * Application Form * Interview * Professional references |
| **Skills and Abilities** | * Excellent interpersonal skills. * Excellent verbal communicator. * Build successful and appropriate relationships with pupils, staff, parents, and the wider community. * Confidence, commitment, and integrity. | |  | * Application Form * Interview * Professional references |
| **Personal competencies and qualities** | * Professional and efficient. * Honest and reliable and Hard working. * Able to work effectively and on own initiative, in a team. * Age 25+ (for insurance purposes). | |  | * Application Form * Interview * Professional references |