



JOB TITLE:	Minibus Driver (Term Time Only)		
LOCATION:	Giggleswick School		
RESPONSIBLE TO:	Transport Coordinator		
HOURS OF WORK:	22 hours per week, Monday to Saturday 6.30am – 8.30am & 6pm – 8pm Monday to Friday 6.30am – 8.30am Saturdays Flexibility is required Additional hours available		
SALARY:	£11.07 per hour		
START DATE:	ASAP	CLOSING DATE:	Wednesday 6 October 2021

Giggleswick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the school's Child Protection Policy at all times.

JOB PURPOSE

To provide a minibus service to Giggleswick School at all times in a safe, comfortable and professional manner using the School's own minibuses.

MAIN DUTIES

- To undertake minibus journeys as agreed and directed by the member of staff responsible for the services, ensuring punctuality, safety & comfort for passengers at all times.
- To ensure that at all times School vehicles are driven courteously and in accordance with all Highway Law and prevailing road conditions.
- To ensure that the 'pre-drive' vehicle check is carried out before every trip is undertaken.
- To ensure that all passengers wear fitted seat belts at all times, and to ensure the discipline of passengers.
- To report immediately to the member of staff responsible for the services any maintenance or repair matters relating to any School vehicle.
- To report immediately to the Bursar any accidents or incidents for the purpose of making or reporting an insurance claim. Such reports to include full details of third party involvement as well as the incident itself.
- Attend short INSET once a term
- Undergo training relevant to the responsibilities above or related functions
- Any other reasonable tasks as requested by Management when required from time to time

GENERAL RESPONSIBILITIES

- You will be expected to be fully conversant with and implement the school's range of equality and diversity and safeguarding policies and procedures, to ensure the health, safety and welfare of all pupils and staff;
- To participate in the school's appraisal scheme and undergo further professional development in line with the needs of the school;
- To support with any other duties commensurate with grade and status as may reasonably be requested



Health & Safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to, Giggleswick School's Health and Safety policy.

PERSON SPECIFICATION		
	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level, English and Maths • Eligible to live and work in the UK • Full clean driving licence with D1 classification • Be over 25 years old (due to insurance requirements) 	<ul style="list-style-type: none"> • Enhanced transferable DBS certificate
Values/Personal Qualities	<ul style="list-style-type: none"> • Empathy with Giggleswick's core values and mission • Good work ethic with the desire to deliver a high standard of customer service; • Ability to maintain confidentiality and privacy of School matters • Positive, friendly outlook 	<ul style="list-style-type: none"> • Willingness to undertake additional training as necessary
Experience & Knowledge	<ul style="list-style-type: none"> • Experience of driving a minibus • Confident with vehicles/mechanics 	<ul style="list-style-type: none"> • Experience of working in an educational setting

Child Protection

Giggleswick School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the school's safeguarding policies and procedures at all times. If in the course of carrying out the duties, you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the school's Child Protection Officer immediately.

School Values

Ensure your work, communication and approach conforms brand values and style of the school. You will need to be aware and comply with the Giggleswick school rules, policies and procedures at all times, as detailed in the handbook you will be provided with at induction.

Other

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified.

This role description may be amended at any time following discussion between the Theatre Manager and member of staff and will be reviewed annually.



GIGGLESWICK SCHOOL

Equal Opportunities Employer

Giggleswick School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Rachel Atack, Human Resources Manager, reatack@giggleswick.org.uk

Child Protection and Safeguarding Policy

Giggleswick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Child Protection Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.