

Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

Job Title:	School Minibus Driver - Part Time
Reporting to:	Kevin Read - Transport Manager
Main purpose of the role	
To transport pupils in line with the schools operational policies and procedures.	

Main duties and responsibilities:

1. transport pupils to and from the school in accordance with the planned time table and agreed routes. Transport pupils to sporting fixtures, airports, activities and school trips.
1. Responsible for the supervision, safety and behaviour of pupils whilst on around vehicles.
2. Good communication skills, both verbal and written.
3. To drive and operate vehicles in accordance with current legislation and the schools policies and procedures.
4. Maintain the correct dress code and operate a clean vehicle both inside and out. To be a representative of the schools quality brand and ethos.
5. To carry out other transport tasks as requested and relevant to the transport role.

Measures:

1. Ability to drive to exact set time tables in a safe, efficient manner whilst ensuring all passengers have a safe and comfortable experience. Able to manage roadside or vehicle incidents to ensure the best possible outcome. To operate within safeguarding policies. To exceed customer expectations, recording all feedback from parents/guardians about levels and quality. Ensure that any feedback from members of the public and other road users is always positive.
2. Ability to supervise and communicate with pupils without any conflict maintaining a professional service at all times. Ability to ensure order and security on the bus is maintained, and any issues or incidents are accurately recorded and referred to management.
3. Communicate in a courteous friendly and professional manner ensuring that a good impression is maintained at all times. Transport documents are clear, accurate, up to date and securely maintained in line with Bede's policies and procedures.
4. Operate within all current legislation and operational procedures and policies including: health & safety, driver's hours, Permit 19 regulations, daily vehicle checks, working time directive, driver licence, data protection, driver records, vehicle records and the schools policies and procedures.
5. Maintain a sensible and safe approach to dress and appearance, cleanliness and personal hygiene. Every member of staff will be responsible for promoting a professional and positive image. Bede's Uniform to be worn at all times. Ability to keep the inside and outside of the vehicle clean and provide a comfortable environment within the vehicle. Be seen as a very good representative of the school brand and ethos.

6. To carry out other transport tasks as requested and relevant to the transport position. Examples of these occasional tasks could include: vehicle cleaning, summer school trips, transporting staff to different locations, collecting goods and assisting with car parking duties.

Key Communications and Links:

1. Internal and External Pupils, Parents/ Guardians and Staff
2. General Public
3. People within external businesses including: Coach Companies, Garages and External Venues.
4. Drivers and Support Services.
5. Housemasters and Teaching Staff
6. Administration Staff
7. Local and National Authorities

Operating Environment and Context of the Role:

Bede's is a friendly and warm welcoming community. We offer a high quality service to all our pupils. The transport system is a major contributor to influencing parents into selecting the school. The schools are situated in rural locations and have a catchment area; there is, therefore, a high demand for transport both to and from school, to away fixtures, trips and ad-hoc events. The pupil safety is paramount at all times and the job-holder is key to ensuring parents and guardians have every faith in the service. The job-holder will be expected to follow timetables, policies, procedures and to also maintain a professional service.

The school has an environmental policy as well as tight budgetary requirements, fuel efficiency of the fleet is very important on both counts. Equally important is the visibility of the fleet which is a highly visible public representation of the school brand and needs to both look immaculate and operated by professional drivers. The dynamic school environment means that the transport department needs to meet changing requirements, which requires the job-holder to demonstrate high levels of flexibility, have an ability to accept change and always act in a professional manner at all times.

Managing pupil behaviour can be challenging particularly in relation to enforcing the wearing of seatbelts at all times. The job-holder must have the confidence to be seen as a respected figure of authority to all pupils and passengers.

Working Hours (Contracted Hours):

The school's minibus service operates between 33 and 34 weeks of the year. Additionally, Bede's runs a summer school for 7 weeks during the summer holidays.

The job-holder will be contracted to work 22.5 hours per week during the term time, which is normally between 33-34 weeks of the school year. Additionally, the job-holder will be expected to commit to working one week of the Summer School. Extra hours are available as detailed below.

The job role is 5 days a week, (in exceptions Bede's may consider job share). An additional allowance is paid to cover generous holiday entitlement whilst working during term time. Additionally, there is an extra Summer School allowance.

Safeguarding

Bede's complies fully with the DCSF Guidance 'Safeguarding Children and Safer Recruitment in Education' and is committed to safeguarding and promoting the welfare of children and young people. The job-holder is expected to share this commitment and comply with all associated internal policies and procedures. In addition the job-holder will be responsible for ensuring all those visiting the premises are aware of and comply with our Safeguarding policy and procedures.

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Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
Education and Qualifications		
Hold a current and valid driving licence D1 unrestricted or a PCV licence, D1 restricted.	E	A/I
Be over the age of 21 (for insurance purposes)	E	S
Knowledge and Skills		
Capability to complete and maintain accurate documentation.	E	I/E
Knowledge of the South East road network.	D	I/E
Ability to work to deadlines whilst remaining calm and focused under pressure.	E	I/E
Experience		
Able to undertake daily and weekly vehicle checks.	E	E
Experience of driving large vans or minibuses.	E	A/I
Personal competencies and qualities		
Physically fit to carry out necessary duties. As well as driving duties, the ability to climb over roadside barriers, walk half a mile to raise an alarm, walk up a large flight of stairs to reach the other side of the road, ability to walk up a roadside bank.	E	I/E
Customer focus, flexible, ability to work on own initiative and manage vehicle incidents.	E	I/E

Additional Information:

All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.