Barrow Hills
SCHOOL

Job Description – School Minibus Driver

Overall Purpose

To work as part of the Barrow Hills team as directed, responsible for the School Minibus Service to and from designated drop off and collection points, in addition to driving duties for events, sports fixtures and trips. Depending on hours of work, the postholder may also be responsible for the appearance and upkeep of the vehicles and assist the Estates department with light general maintenance duties.

Candidates may be considered for one or both minibus runs.

Reporting to: Operations Manager

Location: Barrow Hills School

Direct reports: None

Hours of work: Monday-Friday, 7.00am-9.00am

Main duties and Key responsibilities:

- Operating the School's bus routes, collecting children from school and delivering them to given pick-up points between 7.00am to 9.00am and/or 4.00pm to 6.00pm.
- Ensuring that the minibuses are kept clean and in good condition, including, but not restricted to:
    - Weekly cleaning of the bus, both inside and out
    - Ensuring signs inside the bus are properly attached and in good condition
    - Daily and weekly visual inspection/checking of tyres, lights, oil, water, fuel
    - Refuelling vehicles as required
    - Working within the guidelines and constraints as set out in the Minibus Drivers' Operating Instructions
    - Responsible for the health and safety, comfort and welfare of pupils and staff
    - Ensure that all work is carried out safely in accordance with regulations and best practice
    - To report any health and safety concerns identified during the course of work
    - Maintaining company image; working attire should be worn at all times and kept in a clean and tidy condition
- Light maintenance duties
- Other duties as reasonably determined.

Training

- Participate in relevant staff meetings and training courses as identified and agreed.

Other

- To know, understand and apply the School's policy on Safeguarding Children/Child Protection Policy and to ensure compliance for all areas of responsibility.
- To support the spiritual life and ethos of the School.

Person Specification

Essential

- An appreciation and dedication to the importance of the safeguarding agenda
- Current, clean and valid driving licence with category D1
- Experience of driving a minibus or coach
- Punctual, reliable & trustworthy
- Capability to maintain accurate vehicle and user records
- Competence to undertake daily and weekly vehicle checks & carry out basic maintenance
- Ability to work both alone and within a team to achieve specified standards
- Enthusiasm to undertake training as appropriate
- Aptitude to understand and follow instructions
- Willingness to carry out general cleaning duties as detailed in the Job Description
- Ability to manage time effectively & complete tasks to a high level
- Excellent communication skills

Desirable

- Understanding & experience of an educational environment involving young people
- Driving licence category D1E
- Driver Certificate of Professional Competence (CPC)
- Geographical knowledge of area

Terms and Conditions: Barrow Hills School has its own salary scale, which provides generous remuneration. Children of staff may be educated at Barrow Hills School as day pupils or at our partner school King Edward's Witley at a very significantly reduced rate of fees, subject to household means-testing.

Signed by (post holder) ---------- Date ----------

Signed by (manager) ----------Date ----------