



BRIDEWELL ROYAL HOSPITAL FOUNDATION

Job Description – Maintenance Assistant and School Minibus Driver

Overall Purpose

To work as part of the Bridewell team as directed, responsible for General Maintenance duties and the School Minibus Service to and from designated drop-off and collection points, in addition to driving duties for events, sports fixtures and trips. The postholder will also be responsible for the appearance and upkeep of the vehicles.

Reporting to: Operations Manager/Estates Bursar

Location: Bridewell schools (mainly based at Barrow Hills School)

Direct reports: None

Hours of work: Part-time, Monday-Friday inclusive, 52 weeks per annum.
During term-time your hours of work will be 6.45am to 12.45pm (exclusive of breaks) and outside of term-time your hours of work will be 8am – 2pm (exclusive of breaks), flexibility required.

Annual leave: 28 days per annum including Bank Holidays

School lunches are provided without charge and are usually available during term time. Uniform and PPE are provided.

Main duties and Key responsibilities:

Maintenance Assistant

To:

- carry out general maintenance duties and tasks
- carry out reactive, planned and requisition works
- help manage stores and control stock
- Operate equipment and tools in accordance with health & safety guidelines
- work unsupervised, work alone or as part of a team on designated tasks.
- ensure full compliance with statutory, regulatory requirements and School Policies at all times and that adequate records are maintained.
- carry out such other tasks as may be required from time to time by the Operations Manager or school Leadership team

Bus Driver

To:

- operate the School's bus routes, collecting children from given pick-up points and delivering them to school between 7.00am and 9.00am

- ensure 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
 - refueling 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
 - ensuring that all work is carried out safely in accordance with regulations and best practice
 - Reporting 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

Training

- participate in relevant staff meetings and training courses as identified and agreed

Other

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

Person Specification

Essential

- Previous experience in a maintenance role and/or a trade
- Current, clean and valid driving licence with category D1
- Experience of driving a minibus or coach
- Punctual, reliable & trustworthy
- Able to work in a clean, tidy and professional manner
- 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

- Experience of working in an Estates and Facilities department. 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: Bridewell Schools have their salary scale, which provides generous remuneration. Children of staff may be educated at our schools at a very significantly reduced rate of fees, subject to

household means-testing.

The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined.

This job description will be reviewed as appropriate in consultation with the post holder.

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

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