



## JOB DESCRIPTION

<b>Job Title:</b>	School Minibus Driver	<b>Department:</b>	Transport
<b>Hours of Work:</b>	07:45-09:45 and 16:00-20:00 Mon-Thurs (Timings may vary according to School needs.) 07:45-09:45 and 14:45-16:45 Friday (Timings may vary according to School needs.) (A minimum of 2 weeks notice will be given on shift pattern.)		
<b>Responsible To:</b>	Transport Manager	<b>Responsible For:</b>	N/A

### Summary of Role:

To be employed for driving School vehicles primarily in support of the School's transport service. The driver will be responsible for transporting students to and from School and could also transport other staff members and parents to and from school concerts and other events.

### Specific Responsibilities:

1. To undertake local transportation requirements as required by the school, ensuring that students arrive at School on time and depart on time each day.
2. To comply with all statutory and School regulations regarding the driving of School vehicles.
3. To liaise with the Transport Manager on a regular basis, to manage issues as they arise and ensure an excellent service.
4. To behave in an appropriate manner to present a good image of the school to students, parents, and members of the public.
5. To clean and refuel allocated vehicle/s on a regular basis.
6. To undertake any related tasks that may reasonably be requested by the Transport Manager, working as a team member, and being prepared to support colleagues during busy periods.

## PERSON SPECIFICATION

Essential	Desirable
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>• Possess a clean, full, valid British driving licence with category D1 (minibuses).</li> <li>• Possess previous driving/minibus driving experience.</li> <li>• Possess excellent communication skills both written and verbal</li> <li>• Basic ICT skills.</li> <li>• Capable of working alone and as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Own transport to/from school.</li> <li>• First aid trained.</li> <li>• Available to work any hours according to the school's needs.</li> </ul>
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <li>• Reliable, punctual and enthusiastic.</li> <li>• Good communication and interpersonal skills (to liaise with pupils, parents, staff and members of the public as necessary).</li> <li>• Initiative to think and plan ahead.</li> <li>• Flexible and polite.</li> <li>• Shows integrity</li> <li>• Willing to undertake training as required.</li> </ul>	
<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>• Committed to operating as part of the School community.</li> <li>• Committed to the Sacred Heart Values.</li> <li>• Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.</li> </ul>	
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	

### Terms and Benefits

- **Start Date:** As soon as possible
- **Salary.** £13.36ph
- **Holiday.** The holiday entitlement is 5 weeks per year plus public holidays. It is expected that holiday will normally be taken in school holidays.
- **Pension.** You will be auto enrolled into the School's pension scheme, which includes life assurance.
- **Lunch.** A free meal is available in the dining room each working day when the kitchens are open, when on duty.
- **Parking.** There is free parking on site.
- **Gym and Pool.** There are staff sessions for use of these facilities.
- **Fees.** School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.