



JOB DESCRIPTION

POST:	School Minibus Driver
GRADE:	Grade C, term time only
RESPONSIBLE TO:	Site Manager
STAFF MANAGED:	None
JOB PURPOSE:	To drive our school minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times
JOB CONTEXT:	To provide a reliable service transporting students to and from school ensuring the students arrive safe and on time Enhanced DBS clearance required
LOCATION:	Minibus to be located at Thirsk School & Sixth Form College
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none">• To drive the school vehicle• To be responsible for the safety, comfort and welfare of the students• To carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance• To report any vehicle defects, faults, incidents and accidents• To be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use• To refuel vehicles, as required• To maintain accurate records of vehicle usage• To maintain accurate records of the children using the service each day• To maintain and help to promote a good school image, working attire should be worn at all times and kept in a clean and tidy condition



	<ul style="list-style-type: none">• To work within health and safety guidelines and other guidelines that may be issued from time-to-time• To undertake any other associated duties as required by the Headteacher• To plan alternative road routes to and from school when necessary• To check bus passes of each student and not to permit anyone to board the bus without a pass• To provide a courteous, friendly service to all stakeholders both internal and external. (e.g. students, parents, staff, contractors, Governors, etc)• Carry out the appropriate action as per the risk assessments if one of the following instances occurs: minibus breakdown, minibus accident, minibus cancellation, passenger misbehaviour
Training	<ul style="list-style-type: none">• Attend relevant training courses as identified and agreed, this will include Minibus Driver Awareness Scheme (MiDAS) training• First Aid at work
Communications	<ul style="list-style-type: none">• To communicate effectively with other staff, Governors, visitors, contractors, students and their families/carers.• To attend staff meetings and training days by agreement with the Headteacher
People/Resource management	<ul style="list-style-type: none">• To participate in the school's performance management scheme• To assist in the induction of new employees• To highlight additional training and supervision needs to build on skills and knowledge• To participate in training and other learning activities and performance development as required
Safeguarding	<ul style="list-style-type: none">• To know about data protection issues in the context of the role• To maintain confidentiality• To be responsible for promoting and safeguarding the welfare of children and young people by knowing who to report your concerns to• To have an awareness and basic knowledge where appropriate of the most recent legislation
Systems and Information	<ul style="list-style-type: none">• To be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences



	<ul style="list-style-type: none">• To share information appropriately – in writing, by telephone, electronically and in person• To maintain and update accurate computerised and manual records as required
Data Protection	<ul style="list-style-type: none">• To comply with the school's policies and supporting documentation in relation to information governance this includes Data Protection, information security and confidentiality
Health and Safety	<ul style="list-style-type: none">• To be aware of and implement health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedure
Equalities	<ul style="list-style-type: none">• To ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users• To develop your own understanding of equality issues
Flexibility	<ul style="list-style-type: none">• To respond to any reasonable request made by the Headteacher commensurate with the grading for this post• Thirsk School & Sixth Form College provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with school policies and procedures• Additional hours may be an option depending on trips and fixtures
Customer Service	<ul style="list-style-type: none">• The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment• The school requires that staff offer the best level of service to its students, their parents/carers and other stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values• To understand your role and its limits, and the importance of providing care or support



Thirsk School
& Sixth Form College

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Date of Issue:

January 2020

TOGETHERNESS HONESTY INCLUSIVITY RESPECT SUPPORT KINDNESS

 01845 522024  thirskschool@thirskschool.org  Topcliffe Road, Sowerby, Thirsk, N. Yorks YO7 1RZ **Headteacher:** Emma Lambden



Person Specification

School Minibus Driver

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Experience <ul style="list-style-type: none">• Driving experience	<ul style="list-style-type: none">• Driving a minibus, or similar• First Aid qualification (training will be required if not already obtained)
Knowledge <ul style="list-style-type: none">• Capability to maintain accurate vehicle and user records• Competent to undertake daily and weekly vehicle checks• Carry out basic maintenance	
Occupational Skills <ul style="list-style-type: none">• Ability to supervise children• An ability to communicate with a range of people• Ability to work on own initiative and as part of a team• Flexible approach to working arrangements• Sensitivity to user needs	
Qualifications <ul style="list-style-type: none">• Hold a current, clean and valid driving licence (held for at least 2 years)• Hold a category D, or D1 or D1 (101) licence• Hold a valid Driver CPC (Certificate of Professional Competence), or be willing to undertake the required training	<ul style="list-style-type: none">• MiDAS trained (training will be required if not already obtained)



Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Personal Qualities <ul style="list-style-type: none">• Pleasant, approachable personality• Reliable and trustworthy• Honest, sense of responsibility and confidentiality	
Other Requirements <ul style="list-style-type: none">• To be committed to the school's policy and ethos• To be committed to Continual Professional Development• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Enhanced DBS clearance required	
Equal Opportunities <ul style="list-style-type: none">• To assist in ensuring that the school's equalities policies are considered within the school's working practices in terms of both employment and service delivery	

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.