

# SCHOOL MINI BUS DRIVER

## Job Description and Person Specification

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### OVERVIEW

To safely transport students to and from school ensuring they arrive in time for the commencement of the school day and are collected punctually after school.

Act as an ambassador for the school, ensuring at all times that you promote and act in accordance with the school's values and ethos.

### KEY RESPONSIBILITIES

- Transport students to and from school.
- Ensure mini-bus has sufficient fuel for the required journeys.
- Inspect mini-bus before and after the school run.
- Ensure mini-bus is kept clean and tidy.
- Ensure students behave in an appropriate and safe manner during transport.
- Report student conduct to relevant staff as appropriate.

### Professional Values and Practices:

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within the school's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the school and responding effectively, following school policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.
- Promoting and safeguarding the welfare of the children and young people that they are responsible for, or come into contact with.

## **PERSON SPECIFICATION**

- Previous driving experience – ideally in passenger transport.
- Hold a full current driving license.
- Be prepared to undertake safeguarding training and submit to a DBS check.
- Be prepared to undergo additional training as required.

## **GENERAL**

- To work towards and support the School's vision and objectives.
- To work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors.
- To work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality and appearance and to conduct positive, courteous relations with pupils, parents and colleagues.
- Undertake other reasonable duties related to the job purpose as required from time to time.
- You will be expected to fulfil any reasonable request made by the Head Teacher
- All staff are required to adhere to the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, these concerns must be reported to the School's designated Safeguarding Lead.
- This job description is not exhaustive and will be reviewed as part of the appraisal process. It may be subject to modification or amendment at any time after consultation with the post holder.

## **ADDITIONAL INFORMATION**

This is a term-time only position.

The hours are Monday to Friday, 7am to 9am and 4pm to 6pm.

There are opportunities for overtime, both during the school day and during the holidays

Salary is £9.00 per hour.

## **AGREEMENT**

This job description will be agreed between the post holder and the manager to whom he / she is accountable to. It may be reviewed in light of experience, changes and developments.

All employees are responsible for ensuring they attend the relevant mandatory training as agreed with their manager. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.