



<b>Job Title:</b>	Part-time & Casual Minibus Drivers (hours variable dependent upon the needs of the school)
<b>Base:</b>	St Ives School
<b>Responsible to:</b>	Headteacher/Operations Manager
<b>Important Functional Relationships: Internal/External</b>	<p><u>Internal:</u> Headteacher, Operations Manager, School management team, staff, pupils</p> <p><u>External:</u> Suppliers of goods and services, TPAT staff, contractors, maintenance/cleaning staff, parents, visitors to the school.</p>

<b>Main Purpose of Job:</b>
<p>To drive the school minibus, with staff and students to various off-site locations during the school day.</p> <p>To transport students to and from school from outlying areas to ensure students arrive at school in time for the school day and transport students home from school to outlying areas.</p> <p>To drive the school minibus with staff and students to fixtures and other school events that may be during the school day or afterschool and possibly at weekends.</p> <p>To provide appropriate supervision and instruction to students during travel to ensure their safety.</p>

<b>Main Duties and Responsibilities:</b>
<ol style="list-style-type: none"> <li>1. To drive the school minibus in a safe manner in accordance with all traffic laws and all TPAT policies.</li> <li>2. To assist teaching staff with helping children on and off the bus, ensuring seatbelts are in place etc.</li> <li>3. To keep the minibus clean and tidy.</li> <li>4. To ensure all mileage logs and other paperwork relating to the minibus is kept up-to-date and accurate.</li> <li>5. To report all accidents and near misses to the Headteacher/Operations Manager.</li> <li>6. To be aware of, and follow the guidance in the School Minibus Handbook.</li> <li>7. To attend training courses, INSET days and undertake smartlog training as directed by the Headteacher/Operations Manager.</li> <li>8. Attend meetings as directed.</li> </ol>



9. Participate in the Performance Management process.
10. Undertake all statutory duties as required by the school and TPAT.
11. Any other duties consistent with the grade and general responsibilities of the post may be required from time to time in addition to those listed above.

**Any special conditions attached to the post:**

- Shifts may need to vary to adjust to business needs.
- Flexibility to suit business need whereby you will be on occasion required to work beyond your shift due to emergencies or business need.
- Successful completion of an enhanced DBS safeguarding check if appointed.
- Holidays to be pre-arranged with Headteacher/Operations Manager and taken over school holidays.

Person Specification:	Essential	Desirable	Recruiting method
<b>Education and Training</b>	Full UK licence which includes D1 or the ability to drive minibuses (max of 3 points)  MiDAS minibus driving certificate (be prepared to undertake the training)	Advanced driving qualification  First Aid qualification	Application
<b>Skills and Experience</b>	Recent driving experience  Experience of working with children and young people  Good communication skills	Experience of work in a school or similar environment	Application/Interview/Assessment
<b>Specialist Knowledge and Skills</b>	Ability to keep calm under pressure  Friendly personality  Understanding of safe working practice	Knowledge of health and safety	Application/Interview/Assessment



	<p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>		
<b>Behaviours and Values</b>			Application/Interview/Assessment

**Special Conditions related to the post**

***The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.***

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.