

Job Description & Person Specification

Job Title:	School Minibus Driver
Department:	Transport
Location:	Mount St Mary's College, Spinkhill
Responsible to:	Transport Supervisor

Main Purpose of this post:

Ensure the safe transportation of school pupils using school mini buses, following scheduled pick up points and times, before and after school.

Main duties and responsibilities

The post holder will be expected to:

- Drive a Mount School minibus
- Be responsible for the health and safety, comfort and welfare of pupils and staff
- Report any vehicle defects, faults, incidents and accidents
- Undertake the refuelling of vehicles as required
- Cover absence colleagues
- Work within the health and safety guidelines and other guidelines that may be issued from time to time
- Undertake any associated duties as required by the manager
- Carry out basic maintenance and cleaning of vehicles
- Carry out vehicle inspection as required
- Ensure that student behave in an appropriate and safe manner during transport
- Undertake airport runs for pupils/parents as and when required

Management of resources:

- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.

Training & Development:

- As a professional ensure you set personal targets for yourself and take responsibility for your own continuous professional development.
- Maintain up to date knowledge of emerging developments with your profession

ICT

- Have a good understanding and knowledge of the General Data Protection Regulations (2018) and ensure working practices comply with the regulations.

Health & Safety

Under Health & Safety legislation, you have a responsibility to yourself and others for ensuring adherence to the School's Health & Safety Policy by:

- Reporting all accidents and unsafe situations to your line manager and in accordance with School policy.
- Cooperating with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety and welfare.
- Following any training you receive when using any work item provided.

All School staff are expected to:

- a. Work towards and support the School's vision and the current objectives
- b. Support and contribute to the School's responsibility for safeguarding and promoting the welfare of children and young people, adhering to all safeguarding policies and procedures.
- c. Value, promote and advance equality and diversity
- d. Work within and adhere to the School's health and safety policy to ensure a safe working environment for staff, students and visitors
- e. Adhere to Data Protection principles and policy, ensuring confidentiality of the School's activities is maintained in order to protect the integrity of the organisation and its people
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- g. Engage actively in the performance review process
- h. Undertake other reasonable duties commensurate within the grade as required from time to time

The above duties are not intended to be exhaustive and you may be required to carry out other duties commensurate with the post which do not change the character or purpose of the post and are necessary to meet the needs of the School and maintain high standards of business practice.

Mount St Mary's College / Barlborough Hall School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

PERSON SPECIFICATION

School Minibus Driver	Ess	Des	MOA
EDUCATION & TRAINING			
Have held a full, clean, Group B or higher driving licence for at least 2 years, which includes D1 as a minimum (not for hire or reward) for minibuses	X		
Be at least 25 years of age (for insurance purposes)	X		
Hold or be willing to undergo MiDAS training, and successfully complete the MiDAS course			
Be prepared to undertake Safeguarding training			
EXPERINCE			
Have experience of driving 17-seater (including driver) and LWB transit mini buses			
Have experience of working with children			
Be a competent, confident and patient driver in all weathers			
KNOWLEDGE & SKILLS			
Have a good knowledge of the area and the College			
PERSONAL ATTRIBUTES			
Be able to work unsupervised			
Have a flexible approach to working arrangements			
Be polite, helpful and approachable			
Have good communication skills with a range of people			
Committed to safeguarding and promoting the welfare of children and young people.			
Acts as a professional and positive role model with behaviour consistent with the values of the School.			

Key: MOA = Method of Application; A = Application; I = Interview; Assessment = As; R = Reference; C = Cert

Our Values;

The Core purpose of our School is care not profit. Profit helps us achieve our charitable purposes.

The Golden Rules

We conduct ourselves with respect:

- Respect for ourselves,
- Respect for others, and
- Respect for our environment.

We hold dear the Ignatian principles of compassion and care:

- We always seek to understand the difficulties other may be facing.
- We are sensitive to the needs of others, and
- We try to help in any way we can.

We strive to the Magis:

- In all things, at all times, we have high standards in all that we do, and
- We push ourselves to be the very best we can be

– For the Greater Glory of God.

Prepared Sept 2019