

## **SCHOOL MINIBUS DRIVER**

### **Profile**

The following gives candidates an idea of the characteristics that we are looking for in the successful candidate:

- Total reliability
- Excellent time keeping
- Ability to deal firmly but kindly with children aged between 4 and 13 years.
- Ability to deal politely and tactfully with staff and parents
- Cheerful disposition
- Flexibility

The successful candidate will be responsible for ensuring Health and Safety matters are adhered to at all times.

Ideally the successful candidate will have experience of working with children.

The successful candidate will participate fully in the School's Performance Management programme.

All members of Westbrook Hay Prep School are fully supportive of the aims and ethos of the School and all staff share in pastoral responsibility and are expected to promote the general educational and social welfare of individual pupils and classes (whether directly or indirectly) in relation to their position at the School.

Westbrook Hay Prep School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure Barring Service.



## JOB DESCRIPTION

### SCHOOL MINIBUS DRIVER

REPORTING TO: The Bursar

### GENERAL

*The purpose of this job description is to outline the main responsibilities of the Minibus driver. It is not restrictive and includes any other reasonable requests that may arise. The employee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, will be to adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, the employee becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or the DDSL.*

### NORMAL HOURS OF WORK - TERM TIME ONLY

Monday – Friday mornings	6.45am – 8.15am
Vehicle cleaning	2 hours per week

### MAIN DUTIES

- Operating one of the school's bus routes, collecting children from given pick-up points along the route and delivering them to school
- Ensuring that the minibus is kept clean and in good condition, including, but not restricted to:
  - Weekly cleaning of the bus, both inside and out
  - Ensuring signs inside the bus are properly attached and in good condition
  - Regular visual inspection/checking of tyres, lights, oil, water, petrol
  - Ensuring that the petrol tank is full for use for Wednesday sports fixtures and other school trips
  - Ensuring any additional work required is immediately reported to the Bursar
- Adhering to the school's Health and Safety guidelines for minibus drivers, as supplied by the Bursar and kept in the minibus;
- When required, to maintain a log of trips, mileage etc and any other information that may be requested by the Bursar;
- To carry out other driving duties on an ad hoc basis with prior agreement;
- To liaise directly with parents when necessary



## MINIBUS DRIVER - TERMS AND CONDITIONS

Salary: £3,553 gross per annum (including holiday allowance)

Hours: Term Time 9.5 hours per week

Monday - Friday mornings - 6.45am – 8.15am

Plus: 2 hours per week bus cleaning

Total annual hours 371

1. Holidays: Statutory holiday allowance which must be taken during school holidays, separate to holiday clean.
2. Pension: school stakeholder scheme for support staff.
3. Notice period: 1 month following successful completion of the probationary period
4. Probationary period: 3 months. One weeks' notice
5. References: appointment subject to two satisfactory references; one from immediate previous employer and one other (not a relative or friend): required to be on file before start date.
6. Driving licence: full clean required.
7. DBS: satisfactory enhanced check including barred list required on file before start date.
8. Other documentation: professional certificates (if applicable); medical declaration; overseas declaration.
9. Where staff do not hold a valid Safeguarding Training certificate, access to online Child Protection training will be provided by the school and must be completed prior to commencing.
10. School specific online Safeguarding and GDPR training to be completed prior to commencement.
11. Fee remission: as per the current WBH policy or as revised from time to time.
12. Dress is smart casual and in line with our Staff code of Conduct.