

SCHOOL MINIBUS DRIVER - PART TIME

Westbrook Hay Prep School is an independent school set in 26 acres of grounds, just off the A41 between Hemel Hempstead and Berkhamsted. We have a fleet of 4 minibuses and are currently recruiting drivers for two of our morning runs. Ideally, we would like drivers to start immediately but there is flexibility for the right candidates.

Working hours:

- Permanent, part time and term time only;
- 2.5 hours per day to include 1.5 hours driving plus 1 hour cleaning;
- 3 hours per term to attend onsite training and make buses ready for the new term;
- £4,965 per annum

Personal holidays may not be taken during term time.

Please contact us if you consider yourself to be:

- reliable and an excellent time keeper;
- kind but firm when dealing with children ages 5-13 years;
- polite and tactful when dealing with parents and colleagues;
- cheerful and patient;
- flexible and happy to work as part of a team.

Candidates should:

- ideally have experience of working with children;
- have a clean driving license;
- have D1 on their driving license;
- be willing to undertake and pass a Herts County Council (HCC) Minibus Driving Test.
(organised by the School following an offer of employment)

The successful candidates will be responsible for ensuring Health and Safety matters are adhered to at all times. Daily pre-journey 12-point checks are completed using the STRIDA app.

The successful candidates 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.

Additional benefits:

- Free parking;
- Free tea and coffee;
- Free cooked breakfast;
- Regular staff social activities.

Please note time taken for refreshment breaks is unpaid.

JOB DESCRIPTION

SCHOOL MINIBUS DRIVER – PART TIME

REPORTING TO: The Transport Manager

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 Minibus Driver'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 and Safeguarding Policy at all times. If in the course of carrying out their duties, the Minibus Driver 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 a DDSL.

MAIN DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of the Minibus Driver include (but are not restricted to):

- completing pre-journey checks before each trip using the STRIDA app to ensure the minibus is safe to drive; reporting any issues to the Transport Manager;
- operating one of the school's bus routes, collecting children from timed pick-up points along the route and delivering them to school;
- maintaining a register of pupils, recording attendance and absence appropriately;
- liaising directly with parents when necessary;
- ensuring children safely exit from the minibus parking area on arrival at school;
- personally escort any Year 1 and Year 2 children (ages 5-7) to class, handing over to an appropriate member of staff;
- adhering to the school's Health and Safety guidelines for minibus drivers, as supplied by the Transport Manager and updated from time to time;
- carrying out additional driving duties on an ad hoc basis with prior agreement.
- ensuring minibuses are kept clean both internally and externally, liaising with the Transport Manager to prioritise requirements on a daily basis;
- ensuring emergency equipment such as fire extinguisher, hammers and first aid boxes are appropriately stocked and stored in the allotted in place;
- ensuring stocks of face masks, sanitising equipment, cleaning cloths etc. are maintained;
- ensuring fuel tanks are monitored and buses are ready and fueled for Wednesday and Thursday afternoon sports fixtures, Westbrook+ activities and general school trips;
- making buses ready for use prior to the commencement of each term (during inset);
- attending termly inset training (normally at a time allocated during the Thursday/Friday of the week preceding the first day of any term);
- ensuring updated school policy and procedure is read and signed off as requested from time to time;
- any other reasonable request made by the Transport Manager.