

Job Description and Person Specification

Job title	Minibus Driver
Employment Status	Permanent Term time (36 weeks per year)
Working Patten	10/20 hours per week 7am to 9am and/or 3.30pm to 5.30pm Monday – Friday
Salary	£13.44 per hour plus a minimum of 4.87 additional weeks holiday pay The successful applicant may be permitted to keep the vehicle at their property overnight if they live within a sensible distance to the bus route, they are servicing.

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to adhere to the School's Safeguarding Policies and Procedures.

Responsible to:

Directly to the Estates & Facilities Manager and the Bursar & Chief Operating Officer, who has overall responsibility for support staff.

Responsible for:

1. Providing a prompt, reliable and courteous minibus service for King Edward's School pupils, transporting them to and from the School, following routes and timetables as instructed.
2. Carrying out the cleaning and routine maintenance of the school minibus fleet to ensure the vehicle is safe and in roadworthy condition and refuelling as necessary.
3. Driving the minibus in compliance with all motoring laws, with due care and attention and in accordance with training.
4. Advising senior staff of any faults or issues of concern.
5. Transporting items, such as sporting or musical equipment, food, and paper etc around and between sites.
6. Maintaining accurate records including a bus register.
7. Driving duties that you may be required to take on from time to time to support additional school activities and events.

Other Duties:

8. Taking reasonable care of yourself and others at work and co-operating with all colleagues in the school to enable those responsible to carry out their legal duty, in line with the Health & Safety at Work Act 1974.
9. Driving children between the 3 school sites either before, during or after school and on occasions to other venues; when required be accompanied by a chaperone as and when required.

Requirements:

The successful candidate will have a full clean driving licence (including D1 Minibus entitlement), excellent time management and outstanding interpersonal skills, particularly the ability to relate well to young people, parents, colleagues and external agencies.

**Experience:**

Experience of driving passenger vehicles is highly desirable, but not essential. Possession of a current one-day first aid qualification and MIDAS training would be beneficial.

The above is intended to give an overview of the type of jobs a Minibus Driver would typically be asked to carry out. However, it is not a full and complete list as the nature of this role means that a willingness to respond supportively to changing circumstances and/or the changing needs of the School is part of working in a school environment and is expected of the postholder.

Pension Scheme

All eligible employees will be automatically enrolled into the King Edward's School, Bath Group Personal Pension Plan with Employer's Contribution of 6% of salary, to be matched by 2% Employee contribution. Employees who are not eligible to be automatically enrolled into the King Edward's School, Bath Group Personal Pension Plan have the right to opt into the scheme.

Safeguarding

All staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful caring and professional relationships between staff, children, and young people. Staff are expected to be familiar with the local child protection arrangements and understand their responsibilities in order to safeguard and protect children and young people.

DBS Clearance

All appointments are made subject to satisfactory DBS clearance. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

This interesting and varied role would suit a person who has a friendly and helpful manner, is a team player and has a 'can do' attitude. The successful candidate must have basic IT skills and hold a current clean driving license.

If you are interested in this role and wish to know more about it, please call our Estates & Facilities Manager, Peter Brockwell on **07778 507654**. Alternatively, send an email to HR@kesbath.com and a member of our HR team will get back to you. The closing date for this vacancy is 8.30am on Monday 22 April 2024 and completed application forms need to be sent to our HR Department via their email address HR@kesbath.com. Interviews may be held for suitably qualified and experienced candidates after 15 April 2024, but consideration will be given to applications received up to the 22 April 2024.

Person Specification

Qualifications	Essential	Desirable
Full clean UK driving licence (including D1 Minibus entitlement)	✓	
Two years' driving experience	✓	
Good literacy and numeracy skills	✓	
Knowledge and Experience	Essential	Desirable
Good experience of driving passenger vehicles	✓	
Up to date one day First Aid qualification		✓
MIDAS training		✓
Awareness of Health and Safety at Work		✓
Working in a school or education setting		✓
Personal Qualities	Essential	Desirable
Ability to work autonomously with honesty and integrity.	✓	
Self-motivated and hardworking	✓	
Professional appearance with a polite and friendly demeanour	✓	
Excellent time management skills	✓	
Demonstrate energy, enthusiasm, and the ability to work under pressure and meet deadlines	✓	
Excellent communication and interpersonal skills with the ability to relate to young people, parents, colleagues and external agencies..	✓	
Have the ability to act as an ambassador of King Edward's School	✓	
Good team player	✓	