



Job Description & Person Specification – Minibus Driver

Job Description

Purpose of Job	To drive St Hugh's School minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.
Location	Vehicle based at St Hugh's School, Woodhall Spa
Length of Contract	Initially for a two term period – Spring & Summer Terms
Salary	£7.90 per hour. Approx. 13 hours per week (TBC) 35 weeks per year
Responsible to	Finance & Administration Officer and then to the Headmaster
Duties and responsibilities	<ul style="list-style-type: none"> • Driving school vehicle • Responsible for the safety, comfort and welfare of the children. • Carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance. • Report any vehicle defects, faults, incidents and accidents • Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use. • Refuel vehicles as required. • Maintain accurate records of vehicle usage. • Maintain accurate records of the children using the service each day. • Maintain and help to promote a good school image, working attire should be worn at all times and kept in a clean and tidy condition. • Work within health and safety guidelines and other guidelines that may be issued from time-to-time • Work within the constraints and guidelines as set out in the school handbook. • To undertake any other associated duties as required by the Headmaster. • Plan alternative road routes to and from school when necessary and keeping parents informed of any changes.
Training	<ul style="list-style-type: none"> • Attend relevant training courses as identified and agreed, this will include Minibus Driver Awareness Scheme (MiDAS) training • First Aid at work

Person Specification

Values and Attitudes	
Essential	<ul style="list-style-type: none"> • Clean driving licence • Pleasant approachable personality. • Ability to keep control of children • An ability to communicate with a range of people • Ability to work on own initiative and as part of a team. • Reliable and trustworthy. • Honest, sense of responsibility and confidentiality. • Flexible approach to working arrangements. • Sensitivity to user needs • Willing to undertake training as appropriate. • Willing to undertake additional training to enhance the services delivered by school.
Experience, Skills and Knowledge	
Essential	<ul style="list-style-type: none"> • Hold a current, clean and valid driving licence D1 unrestricted or a PSV licence, D1 restricted (car licence obtained prior to 01/01/1997) considered. • Capability to maintain accurate vehicle and user records. • Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.
Desirable	<ul style="list-style-type: none"> • MiDAS trained • PCV licence holder.

A completed application form and an up-to-date CV should be sent to Mr C Ward (Headmaster) by no later than Friday 6th July, 2018.

St Hugh's School is committed to safeguarding and promoting the welfare of children. Consequently a Disclosure and Barring Service Certificate will be required for this post.