



BEECHWOOD SCHOOL

Job Description

Our school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:	Minibus Driver
Hours of work:	Term-time, Monday to Friday, 6:30am-8.30am and 4.30pm-6:30pm (3.30-5.30pm on Fridays)
Remuneration:	Competitive salary, commensurate with experience.
Responsible to:	Head Teacher
Main Responsibilities	<ul style="list-style-type: none">• Drive a Mini-Bus in a safe manner and in compliance with highway regulations• Be responsible for the health & safety, comfort and welfare of pupils and staff• Carry out daily and weekly vehicle checks, including fire precautions, ensuring vehicles are roadworthy• Carry out basic maintenance of vehicles and equipment as required• Report any vehicle defects, faults, incidents and accidents in the vehicle log book and to the Head• Maintain all vehicles in a clean, hygienic and tidy condition both inside and out at all times, including replacement vehicles• Refuel vehicles as required and log all receipts• Cover for absent colleagues• Work within health and safety guidelines as set out in the school Minibus Drivers' Operating instructions• To work to pre-planned schedules and complete any record of work, record of driving and accident reports that may be required by law, the School, the 'Code of Practice' or procedures manual• To deal with emergencies, according to School procedure• To be able to communicate effectively, and act as a first point of contact between children, parents, teachers and school staff• Undertake any other associated duties as required by the Head <p>The post holder may be required to attend, from time to time, training courses or other meetings as required by his/her own training needs and the needs of the school.</p> <p>This list is not intended to be exhaustive and you may be required to undertake other reasonable duties as Beechwood School requires from time to time.</p>

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications:	<ul style="list-style-type: none">• Full and clean UK Driving License with D1 Entitlement.		Production of the Applicant's certificates
Experience:	<ul style="list-style-type: none">• Been driving for at least three years.	<ul style="list-style-type: none">• Previous driving experience in passenger transport.• Previous experience in vehicle maintenance.• First aid qualification.	CV Interview Professional references
Skills:	<ul style="list-style-type: none">• Excellent interpersonal skills.• Excellent verbal communicator.• Build successful and appropriate relationships with pupils, staff, parents, and the wider community.• Confidence, commitment, and integrity.		CV Interview Professional references
Personal competencies and qualities:	<ul style="list-style-type: none">• Professional and efficient.• Honest and reliable.• Hard working.• Able to work effectively and on own initiative, in a team.• Age 25+ (for insurance purposes).		Contents of the Application Form Interview Professional references