



JOB DESCRIPTION

- Job Title:** Minibus driver, part time (term time only)
- Type of contract:** Permanent (hours may be adjusted depending on demand).
- Hours of work:** Monday, Tuesday, Thursday and Friday:
5pm – 7pm approximately and
Saturday 6:30 -8:30 am approximately
(estimated as 10 hours per week in full working week)
- Additional hours as required

The timings may need to be adjusted in conjunction with the post holder depending on demand and traffic conditions.

Hourly rate: £10.74

Purpose:

To be part of a small team of minibus drivers for the school. To safely operate the school's bus routes, collecting pupils from a given pick-up point and delivering them to school in the morning; collecting them from school and dropping them back to a given point in the evening or at exeat and half term breaks.

Key responsibilities:

- To operate the School Minibus route as specified ensuring that pupils are collected from prescribed stops on time (allowing for changes in traffic conditions) and delivered to the School in the morning or dropping back to a given point in the evenings and at exeat and half term breaks.
- To manage the behaviour of pupils on the bus ensuring relevant rules are adhered to.
- To manage the safe passage of pupils to and from school ensuring pupils safety at all times.
- To ensure that the minibus is kept clean and in good condition, including, but not restricted to:

Ensuring signs inside the bus are properly attached and in good condition

Daily visual inspection of the vehicle as described in the Health and Safety guidelines on the Transport Safety Procedures.

Ensuring that any identified issues are communicated immediately to the Bursar

- To adhere to all policies including the Health and Safety guidelines on the Transport Safety Procedures.
- To abide by the law and ensure the safe passage of pupils and passengers to and from school ensuring pupils at all times.
- To report any accident or defect to the Headmaster or Bursar.
- To report inappropriate behaviour by pupils to the Deputy Head.
- To make necessary arrangements to advise parents when the journey cannot be undertaken in the event of poor weather or vehicle defects.
- To check the first aid box to ensure it is up to date.
- To undertake other journeys or related duties that may from time to time be required by the Headmaster or Bursar.

PERSON SPECIFICATION

Requirement	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Must have a clean and current driving licence • An experienced driver with no more than 6 points on their licence 	<ul style="list-style-type: none"> • Health and Safety at work qualification • Driving licence with category D1
Experience/knowledge	<ul style="list-style-type: none"> • Driving experience in a similar role 	<ul style="list-style-type: none"> • Previous experience of working in a school environment • Experience maintaining equipment
Key skills	<ul style="list-style-type: none"> • Excellent time keeping • Excellent Interpersonal skills • Conscientious • Well organised • Flexible • Capable of using initiative • Calm safe approach to driving 	
Personal qualities required	<ul style="list-style-type: none"> • Organised, flexible, calm under pressure, reliable 	
Circumstances		<ul style="list-style-type: none"> • First Aid training

Health and Safety:

- All staff are expected to co-operate with Wellesley Health and Safety procedures and to wear personal protective equipment when it is provided
- All staff will be properly inducted, trained for the job that they do and developed fully to meet changing requirements. Written records of these matters are to be kept on each staff member's file
- Uphold their personal responsibilities relating to Health & Safety, and the Environment
- To comply with the requirements of Health and Safety and other relevant legislation
- To carry out weekly fire alarm tests as required, and assist with evacuation procedures

Training:

- Staff may, from time to time, be required to undergo training relevant to the role and responsibilities as detailed. Such training may be residential. The cost of this training and reasonable expenses (which must be approved in advance by the Bursar and fully supported by receipts) will be paid by Wellesley.

Safeguarding and Child Protection:

- All staff are required to comply with the Wellesley Child Protection & Safeguarding Policy at all times.
- All staff are required to promote and safeguard the welfare of children and young persons they come into contact with
- All staff are required to immediately report child protection concerns to the Designated Safeguard Lead
- All staff are required to treat all sensitive information relating to students, fellow employees and the business of the School as confidential
- To understand and comply with the school's equal opportunities policy
- All staff are required to adhere to all other Wellesley policies and procedures as appropriate and relevant to the post and as detailed in the Non-Teaching Staff Handbook

The job description gives an outline of the position but is not necessarily definitive. You may be asked to carry out additional reasonable tasks or responsibilities.

All appointments are subject to satisfactory completion of all employment checks, i.e. References, Disclosure and Barring Service, Medical Questionnaire, right to Work in the UK.

Wellesley House School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.