



|                              |                                                                                                                                                                 |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job title</b>             | <b>School Minibus Driver</b>                                                                                                                                    |
| <b>Purpose</b>               | To provide term time only minibus transport with a split shift pattern. 2 hours each morning and afternoon.                                                     |
| <b>Responsible to</b>        | School Business Manager                                                                                                                                         |
| <b>Safeguarding</b>          | Every member of staff has a responsibility to be proactive in promoting and safeguarding the welfare of all pupils in line with School policies and procedures. |
| <b>Full time / part time</b> | 20 hours per week (split shift), Monday to Friday Term time only (36 weeks)                                                                                     |
| <b>Salary</b>                | £8,640 pa (actual salary)<br>Additional hours may be available                                                                                                  |

### Specific Responsibilities

#### 1. School Transport

- (i) Early morning and end of school transport for students.
- (ii) Transport provision to and from sporting fixtures as and when required.
- (iii) Regular bus route to and from Rykneld Sports Centre for Physical Education lessons.  
[(ii) and (iii) would be optional additional hours]

#### 2. Health and Safety

- (i) To comply with all Health & Safety policy, child protection and risk assessment policies and legislation in the performance of your duties.
- (ii) To take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work.
- (iii) To assist with record keeping of all weekly and monthly transport routes and to report any incidents directly to the School Business Manager and Director of Sports.
- (iv) To comply with all aspects of the Data Protection Act.

#### 3. General Duties

- (i) To undertake any other reasonable duties within the scale of the post holder.

#### 4. **Further Information**

- (i) Our minibus drivers will be essential team members; the first person meeting the children during their school day and safely transporting them to and from school. The successful candidates will help ensure the provision of an efficient and effective minibus service to take pupils to and from school. In addition to driving, responsibilities will include conducting safety checks and ensuring the minibus logbook is kept up to date. For the right candidate, this role could be carried out under a job share arrangement.
- (ii) A clean Enhanced DBS disclosure will be essential.

#### **Work pattern**

20 hours per week in a split shift pattern - 2 hours each morning and afternoon.

#### **Benefits**

- Derby Grammar School is committed to developing its staff. The successful candidate will have opportunities for their professional development.
- We offer a close-knit, supportive team of enthusiastic and dedicated teachers and support staff.
- Free onsite parking.

## Person specification

| <b>Qualifications</b>                                                | <b>Essential</b> | <b>Desirable</b> |
|----------------------------------------------------------------------|------------------|------------------|
| Clean full D1 manual driving licence                                 | X                |                  |
| First Aid qualification                                              |                  | X                |
| <b>Skills and abilities</b>                                          |                  |                  |
| Effective communication skills                                       | X                |                  |
| <b>Personal qualities, values and behaviours</b>                     |                  |                  |
| Excellent punctuality                                                | X                |                  |
| Total flexibility within the working environment                     | X                |                  |
| Possess a hard working "can do" attitude                             | X                |                  |
| Have a well presented appearance                                     | X                |                  |
| Be willing to learn new knowledge and skills appropriate to the role | X                |                  |