

Job Description

Minibus Driver (part-time)

This job description gives an overall indication of the areas of responsibility of the position but is by no means all-encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. Yateley Manor School London Limited ('the School') is an equal opportunities employer.

Purpose of Post: To drive the Yateley Manor vehicles in a responsible and competent manner, ensuring the safety of passengers, other road users, members of the public and you at all times.

Status of Post: This is a permanent appointment, subject to a probationary period of six months during which suitability for the post will be monitored and performance will be assessed.

Hours: Part-time, term-time (35 weeks per year) only 20 hours per week working 7am to 9am and 5pm to 7pm Monday to Friday.

Additional hours are available depending on school's needs.

Salary/Grade: £15 per hour, Approx £12,180 per annum

Responsible to: The Bursar and Maintenance Manager

Overall Purpose of the Job

The part-time Driver's primary purpose is to drive the school's minibuses to collect and return pupils at the beginning and end of the day as per the daily route schedule and in accordance with the School's Minibus policies. To work as part of a team to help achieve the overall aims of the School.

Additional Duties include:

- Carrying out routine condition checks of the school vehicles used for the daily school run.
- Assisting with route planning and familiarity of school routes.
- Maintaining cleanliness of the vehicles.
- Assisting with refuelling as required.

General

- All employment is subject to satisfactory child protection screening being carried out.
- The post may include occasional driving for school trips and events, which will be paid as overtime and agreed in advance. Other additional hours may also be required from time to time and will be paid as overtime.
- Holidays are as per School holiday calendar.
- To be committed to the ethos and values of Yateley Manor
- It is expected that the successful applicants will adhere to and promote school policies, including those on equal opportunities and race equality, comply with school policies and statutory regulations with regard to Health and Safety, Child Protection and Safeguarding..

Training and Work Equipment

The School will provide training or pay reasonable training costs where the need arises. “Everyday” work equipment, staff uniform and Personal Protective Equipment, if required, will be provided by the School.

Person Specification - Minibus Driver
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	Essential	Desirable	Identified
Qualifications		<ul style="list-style-type: none"> Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 01/01/1997) considered. First Aid Qualification. 	Application Form Driving Licence
Skills	<ul style="list-style-type: none"> Ability to navigate and plan routes. Excellent time management skills and attendance records. 		Interview
Experience	<ul style="list-style-type: none"> Previous driving experience. Experience in working with others in a team. 	<ul style="list-style-type: none"> Passenger driving experience. MiDAS Trained Experience of driving a large vehicle, preferably an LGV/PSV. 	Application Form Driving Licence
Knowledge	<ul style="list-style-type: none"> Capability to maintain accurate vehicle and user records. Competent to undertake daily and weekly vehicle checks. 	<ul style="list-style-type: none"> Geographical knowledge of Hampshire and surrounding areas 	Interview
Values & Attitudes	<ul style="list-style-type: none"> Pleasant approachable personality. Ability to keep control of children. Sensitivity to user needs An ability to communicate with a range of people. Ability to work on own initiative and as part of a team. Willing to undertake training as appropriate. 		Interview
All applicants will be required to undergo an Enhanced DBS check.			