NEW HORIZONS PRIMARY
Making a difference together

JOB TITLE: **Casual Minibus Driver**

Grade: TSAT Band B £8.96 - £9.08 per hour

Hours: Casual

Responsible to: Office Manager

1. **JOB PURPOSE:**

   To drive the minibus vehicles for the school to enable them to participate fully in a wide variety of activities.

2. **KEY ACCOUNTABILITIES**

- To be responsible for carrying out driving.
- To work co-operatively with all disciplines of staff.
- To be responsible for carrying out vehicle checks before driving and report any problems to the school office.
- To be responsible for the welfare, safety and comfort of passengers at all times, and to offer assistance where appropriate.
- To be responsible for returning vehicle keys at the school office or to leave them as advised if outside office hours.
- To be responsible for the correct use of safety and security equipment in accordance with the instructions given, and the wearing of safety clothing.
- To undertake appropriate training when necessary, in consultation with the other staff, e.g. Safeguarding, MIDAS, Manual Handling.
- To be responsible for the cleanliness of the interior of the vehicle you are driving.
- Not to drive any vehicle or use any equipment unless fully trained and confident.
- To supply a copy of your driving licence every 6 months on request, and to immediately advise Rutherford School of any changes or endorsements to your licence.
- To be responsible for ensuring that all passengers and yourself wear a seat belt at all times.
- To undergo a Disclosure and Barring Service check.
- To undertake any other duty that may from time to time be reasonably

This job description may be amended at any time after discussion with the post holder, and will be reviewed annually.

Headteacher: Mrs L Carroll B.Ed (Hons) NPQH
Chief Executive Officer: Mr S Gardner BA (Hons) MSc NPQH NLE
Portchester Road, North End,
Portsmouth PO2 7JB
T:0333 360 2160
email: office@newhorizonsprimaryschool.org.uk
New Horizons Primary School is a member of The Thinking Schools Academy Trust, whose registered address is Park Crescent, Chatham, Kent ME4 6NR.
A company limited by guarantee registered in England and Wales. Company Number 7359755.

Generic Duties relevant to all members of staff

The Trust

The ethos of the Trust is included within the strapline "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

As a member of the Trust your role will be based at the Trust central office. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

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Safeguarding

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

Data Protection

The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Finance Director. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

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