



# Minibus Driver

Ormskirk School



## Minibus Driver

We are looking to appoint a minibus driver, based at Ormskirk School for our School Minibus, to provide a responsive efficient and safe transport service for the School and pupils, including those with special needs (in conjunction with their escorts).

**Hours of work:** Casual – Monday to Friday Expected 10-15 hours per week

**Rate of pay:** £12 per hour (holiday pay contribution applied on top)

We welcome staff who share our commitment to help children experience better days and better lives. Through ongoing development and training, we ensure our staff are well prepared for their jobs and given every opportunity to extend their skills.

In return we can offer you:

- A fantastic Local Government Pension Scheme
- Free on-site parking
- 24/7 access to employee wellbeing package
- Encouragement of further and continued professional development

To apply for this vacancy please complete a support staff application form and return to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org) before submitting your application please refer to our job description and person specification below

If you require any further information about this role please contact our Recruitment Manager, Mollie at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org) or on 01772 817904

All applications must be submitted by Monday 12<sup>th</sup> August 2024

Interviews are to be held on Friday 16<sup>th</sup> August 2024

## SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

## Job Description – Driver

<b>Job Title</b>	Driver
<b>Responsible To</b>	Headteacher / Operations Manager
<b>Job Purpose</b>	
Under the direction and instruction of the Operation Manager, to provide a responsive efficient and safe transport service for the School and pupils, including those with special needs (in conjunction with their escorts).	
<b>Main Activities</b>	
<ul style="list-style-type: none"><li>• Drive a range of specially adapted and commercial vehicles for the transportation of students, including those with special needs, other passengers and goods in accordance with agreed safe systems of work</li><li>• Transporting passengers in a safe and caring manner</li><li>• Ensuring passengers reach their destination / activity safely</li><li>• Providing care duties associated with transport services. For example, ensuring passengers are safe and comfortable when on the vehicle</li><li>• To ensure that students are wearing seatbelts.</li><li>• To maintain an accurate register of the passengers on the vehicle and report any discrepancies promptly to the School</li><li>• Carry out daily vehicle safety checks, fuelling and basic maintenance, maintaining a high standard of vehicle cleanliness.</li><li>• Report any involvement in a road traffic accident and vehicle defect, reporting of any mechanical fault according to School procedures</li><li>• Load passenger/commercial vehicles in a safe and efficient manner utilising load restraint devices, hydraulic tail lifts, platforms and pallet lifts where provided</li><li>• Provide support to pupils and passengers to enable safe entry to and exit from the vehicle, including use of personnel lifts and the securing of both wheelchairs and passengers in accordance with the Department of Transport Code of Practice</li><li>• Complete appropriate paperwork</li></ul>	
<b>NOTE:</b> In addition, other duties at no higher level of responsibility may be interchanged with / added to this list as required.	

## Person Specification – Driver

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
<b>QUALIFICATIONS AND TRAINING</b>		
Educated to GCSE (or equivalent)/ O Level standard	D	AF
First Aid Qualification (qualification not essential at point of application, training will be given - if required)	E	AF
Ability to drive a motor vehicle and carry out routine maintenance	E	AF
Full current driving licence including minibus driving to 16 seats and D1 category	E	AF
MIDAS (Minibus Driver Awareness Scheme) certificate or PCV Licence	D	AF
Specialist clean driving licence as appropriate to vehicles driven	E	AF
<b>EXPERIENCE</b>		
Successful experience of working as a Driver	D	AF / I
Experience of driving passenger carrying vehicles and / or larger vehicles	D	AF / I
Experience of using expensive equipment		
Ability to work effectively as part of a team	D	AF / I
Experience of previous work in a school environment	D	AF / I
Experience of record keeping	D	AF / I
<b>SKILLS AND ATTRIBUTES</b>		
Evidence of organising tasks efficiently and to deadlines	E	AF / I
Evidence of being an effective team player	E	AF / I
Evidence of working independently with the minimum of supervision	E	AF / I
Evidence of excellent time management skills	E	AF / I
Have a flexible attitude to work and routines	E	AF / I
Ability to problem solve	E	AF / I
Ability to form effective and appropriate working relationships/boundaries with young people	E	AF / I
An awareness of the needs of people with special needs	D	AF / I
Able to demonstrate a willingness to attend appropriate training and development.	E	AF / I
Ability to work in a highly organised and methodical way.	E	AF / I
Awareness of Health and Safety issues	D	AF / I
Awareness of CoSHH	D	AF / I
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>		
Ability to demonstrate discretion and confidentiality	E	AF / I
To be willing to undertake first aid training (if required)	E	AF / I
Have good communication and interpersonal skills	E	AF / I
Have a positive approach to customer care and service delivery	E	AF / I
Willingness to work occasionally outside of contracted hours (e.g. Parents Evenings, Open Evening, lettings etc)	E	AF / I
Willingness to work at other locations within the family of schools associated with Tarleton Academy	E	AF / I
Commitment to equality and diversity	E	AF / I
Commitment to Health and Safety	E	AF / I
Commitment to safeguarding and protecting the welfare of children and young people	E	AF / I

OTHER		
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Clearance through the Disclosure and Barring Service – (Clearance is required before confirmation of appointment)	E	AF/I

**This post is subject to an enhanced DBS check. Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.**