



## St Joseph's Roman Catholic High School

### Job Description Casual School Mini Bus Driver Grade B

#### School Mission Statement

**J**esus Christ is our family role model

**O**pening our hearts and minds to dream the impossible and achieve beyond our wildest imagination

**E**verybody is valued and respected

**Y**oung and old will journey together to build God's Kingdom.

**S**triving for academic excellence and celebrating success in all we do

# Job Description

Job Details	
<b>School Name</b>	St Joseph's RC High School
<b>Job Title</b>	Casual Minibus Driver
<b>Grade</b>	B
<b>Primary Purpose of Job</b>	The post holder will be required to drive school vehicles to transport passengers, deliver equipment and pick up as required.
<b>Responsible to</b>	Facilities Manager / Business Manager
<b>Responsible for</b>	N/A
<b>Principal Responsibilities</b>	The provision of a high quality driving service for young people, staff, the school and the wider community.

Main Duties	
1.	To drive passenger carrying vehicles safely.
2.	To assist in the provision of a safe transportation service for young people and adults.
3.	To contribute to effective working relationships with colleagues.
4.	To prepare the minibus for passenger carrying journeys.
5.	To ensure that the minibus is left clean and tidy at the end of the journey and to report any damage or cleanliness issues to the Facilities Manager.
1.	Able to communicate with people of all ages and to work as part of a team.
2.	To deal effectively with emergencies and incidents during a journey.
3.	To contribute to health and safety in the work environment.
4.	To contribute to the assessment of risk and to report all concerns to the Facilities Manager.
5.	To receive, handle and deliver equipment when required.
6.	To operate passenger systems and services and transport items as required.
7.	To record, store and supply information via a combination of IT and manual systems e.g. recording passenger information and the condition of the vehicle
8.	Other duties that may be reasonably requested by the Facilities Manager /Business Manager/ Head Teacher to meet the needs of the school.
9.	The post holder will be required to dress and act at all times as an example to the students within the school and to create a professional image for visitors, parents and other service users.
10.	Comply with all school policies and procedures.
11.	Report any concerns relating to child protection, health & safety, and security to the appropriate person
12.	Contribute to the overall ethos/work/aims of the school

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

Version Control	
<b>Job Description prepared by:</b>	School's HR
<b>Job Description updated:</b>	09 August 2018



# Person Specification

Job Details	
School Name	St Joseph's RC High School
Job Title	Minibus Driver
Grade	B

## Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

Skills and Knowledge		Method of Assessment
1.	To prepare and drive vehicles, pick up and set down passengers	Application Form/Interview
2.	To be able to confirm the roadworthiness and cleanliness of vehicles	Application Form/Interview
3.	To prepare for journeys with passengers and if necessary, be able to take the appropriate action when dealing with difficult passengers	Application Form/Interview
4.	To help and assist passengers from/to their point of destination in a safe and appropriate manner.	Application Form/Interview
5.	To contribute to effective working relationships and share work activities with your colleagues.	Application Form/Interview
6.	To contribute to the operation of the transport across school in line with approved procedures.	Application Form/Interview
7.	To be able to assess situations and take appropriate action to deal with emergencies and incidents.	Application Form/Interview
8.	To identify and report any possible risks to Health and Safety.	Application Form/Interview
9.	To operate vehicle bookings and transport items as appropriate.	Application Form/Interview
10.	To receive, handle and deliver items.	Application Form/Interview
11.	To record, store and supply information, ensuring relevant documentation is completed within appropriate timescales. This includes numeracy, written communication skills and the need to input information to IT systems where necessary.	Application Form/Interview

Skills and Knowledge		Method of Assessment
12.	<b>Competencies</b> Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview

Experience, Qualifications and Training		Method of Assessment
1.	MUST have a current full driving licence with a category D1 or PCV licence and a minimum of two years driving experience.	Application Form
2.	MUST have no major endorsements.	Application Form
3.	MUST have a maximum of 3 endorsement points.	Application Form
4.	A driving assessment will be required to be undertaken and must be passed.	Application Form/Interview
5.	Willingness to train for appropriate qualifications such as the transportation of disabled passengers, first aid and passenger handling.	Application Form/Interview
6.	Willingness to work with children and young people	Application Form/Interview

Work Related Circumstances		Method of Assessment
1.	Ability to cope with the physical demands of the post as some lifting is required	Interview
2.	The nature and demands of the post holder's time are not always predictable and there will be an expectation that work will sometimes be required during school hours, school holidays, evenings and weekends.	Application Form / Interview
3.	A flexible approach to working hours.	Application Form / Interview
4.	This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.	Application Form / Certificate

## Stage Two

This will only be used in the event of a large number of applicants meeting the minimum essential requirements. Please try to show in your application form, how best you meet these requirements.

Skills and Knowledge		Method of Assessment
1.	Ability to drive specialist vehicles with a PCV licence	Application Form / Interview

Experience, Qualifications and Training		Method of Assessment
1.	PSV Licence and MIDAS Certificate	Certificate

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# Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

## **Developing Self and Others**

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

## **Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

## **Equality and Diversity**

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

## **Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

## **Health and Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

## **Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

## **Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

## **Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

## **Safeguarding**

This School 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. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.