

JOB DESCRIPTION	
Job title	Driver (Minibus)
Grade	Grade 3 Points £18,562
Salary	£18,562 per annum
Pro-rata	£9.62 per hour Pro-Rata Salary based on 15 hours per week £5,337 p.a. Pro-Rata Salary based on 7.5 hours per week £2,669 p.a.
Location	Wellfield High School There may be a requirement to work at other locations within the family of schools associated with Wellfield High School
Hours per week	<u>Either - 15 hours per week</u> Provisional Hours – Hours of work to be confirmed Monday to Friday - 7.30 a.m. to 9.00 a.m. and 2.30 p.m. to 4.00 p.m. <u>Or 7.5 hours per week covering</u> Monday to Friday – 7.30 a.m. to 9.00 a.m. <u>Or 7.5 hours per week covering</u> Monday to Friday – 2.30 p.m. to 4.00 p.m. Please state on your application which contracted hours you would be available for.
Weeks per year	Term Time
Temporary/permanent	Temporary
Responsible to	Head of School / Resource Manager
This post is subject to an enhanced DBS Check.	
Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
Job purpose	Under the direction and instruction of the Resource 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).
Main activities	<ul style="list-style-type: none"> • Drive a range of specially adapted and commercial vehicles (both School and non-School owned) for the transportation of pupils, including those with special needs, other passengers and goods in accordance with agreed safe systems of work • Transporting passengers in a safe and caring manner • Ensuring passengers reach their destination / activity safely • Providing care duties associated with transport services. For example, ensuring passengers are safe and comfortable when on the vehicle • To ensure that students are wearing seatbelts. • To maintain an accurate register of the passengers on the vehicle and report any discrepancies promptly to the School

- Carry out daily vehicle safety checks, fuelling and basic maintenance, maintaining a high standard of vehicle cleanliness.
- Report any involvement in a road traffic accident and vehicle defect, reporting of any mechanical fault according to School procedures
- Load passenger/commercial vehicles in a safe and efficient manner utilising load restraint devices, hydraulic tail lifts, platforms and pallet lifts where provided
- 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
- Complete appropriate paperwork

Support for the school

- To attend staff training as appropriate
- To contribute to the duty rotas at unstructured times as required
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the schools health and safety rules, reporting any health and safety concerns to the Trust's Executive Estate Manager.
- To work within the Trust's policies and procedures
- To contribute to the provision of an effective environment for learning
- To support and encourage the Trust's ethos and its objectives, policies and procedures.
- To uphold the Trust's policy in respect of child protection and safeguarding matters
- Undertake any other duties reasonably requested by the CEO/Headteacher

NOTE: In addition other duties at no higher level of responsibility may be interchanged with / added to this list as required.