



# Job Description and Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Job Title:</b>	Minibus Driver
<b>Summary of the role:</b>	Responsibilities include the efficient running of the Sidcot School bus service. Duties entail driving the school minibus responsibly and safely following the approved school route, ensuring the safety of all pupils whilst in your care. Making sure all pupils are picked up and dropped off at their designated pick up / drop off points and all pupils arrive at school safely and on time.
<b>Line management responsibility for:</b>	None
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• To ensure the efficient running of the Sidcot School bus service on a defined route.</li> <li>• To drive responsibly and safely adhering to the school route and observing all highway-code regulations, speed restrictions etc. If required due to road closures/accidents finding alternative safe routes.</li> <li>• Ensuring the safety of all pupils whilst on the minibus.</li> <li>• Checking pupil attendance at every pick up point.</li> <li>• To make sure all pupils arrive at school safely and on time.</li> <li>• Carry out a quick safety check around the vehicle before departing. Any problems with the vehicle to be raised with the Minibus Officer.</li> <li>• Before commencing any journey refer to the minibus check list and ensure all actions are taken.</li> <li>• Retain and review the 'Bus Service Folder' which contains: a pick up schedule with pupil contact details, a map of the bus service route and risk assessments for each of the pick up points.</li> </ul>



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	<ul style="list-style-type: none"><li>• To receive phone calls and messages from Parents/Carers regarding pupil attendance of the school bus service (mobile phones should not be used whilst driving).</li><li>• To carry out the appropriate action as per the risk assessments if one of the following instances occurs: minibus breakdown, minibus accident, minibus cancellation, passenger misbehaviour.</li><li>• Arranging sickness/absence cover through the sickness/absence cover plan.</li><li>• To support teaching staff in providing minibus driving cover on school trips, fixtures, weekend activities and camps.</li></ul>
<b>Line management duties and responsibilities</b>	<ul style="list-style-type: none"><li>• N/A</li></ul>

You may also be required to undertake such other comparable duties as the Headmaster or your line manager requires from time to time.



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Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• Full driving licence (preferably clean)</li> <li>• D1 category on driving licence</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• Attended a one day minibus awareness course</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Responsible and cautious driver</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Proven minibus driving experience</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p> <ul style="list-style-type: none"> <li>•</li> </ul>



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<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Be prepared to work flexible hours including early mornings, be practical and reasonably fit</li> <li>• Ability to stay calm in emergency, for example if there is accident, breakdown or problem with pupil</li> <li>• A reliable, confident and careful driver</li> <li>• Good communication skills</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• First Aid knowledge</li> <li>• Up to date with highway code regulations</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p> <ul style="list-style-type: none"> <li>•</li> </ul>



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<b>Personal competencies and qualities</b>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• supportive of the Quaker ethos and principles</li> <li>• emotional resilience in working with challenging behaviours</li> <li>• positive attitude to use of authority and maintaining discipline</li> <li>• Team worker (part of minibus team)</li> <li>• Self-motivated</li> <li>• Committed to providing an efficient and reliable bus service</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p> <ul style="list-style-type: none"> <li>•</li> </ul>
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