



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.	
Job Title:	Minibus Officer
Summary of the role:	The School's fleet of minibuses and Discovery is used for a wide range of school activities including morning and return school bus services, excursions, including curricular, extra-curricular and boarding activities. It is important that all minibuses and the Discovery are roadworthy and are in full working order for as much time as possible during term time and that any faults are rectified promptly.
Line management responsibility for:	None
Safeguarding requirements:	Engage in regulated activity relevant to children. Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
Main duties and responsibilities:	• Monitor the condition of the minibuses and Discovery by visual inspection and by review of the individual journey logs. This also involves responding to reports from other drivers' visual inspections and taking appropriate action - such as replacing bulbs, wing mirrors and wiper blades. A basic inspection of all vehicles should be carried out at least once a week during term time. • Identify any defects or problems at an early stage and make arrangements to remedy these. • In the absence of the Operations Manager or if required, arrange additional or alternative transport if it is identified that this is required, either because of demand or because of non-availability. Where necessary taking a minibus out of commission while awaiting repairs. Liaise with Operations Manager to reallocate minibuses if necessary and be available to collect and return hire buses if needed from the local hire company. • Respond ASAP to any minibus breakdowns, especially when students are on board and arrange appropriate action. • Liaise and supervise with the School's service company whilst on site regarding repair/service requirements, 10 weekly safety checks and report findings back to the Operations Manager. Supervision of the service company is required at all



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	times. • Ensure that the minibuses are clean and tidy (internal and external). This involves washing, hoovering and topping up screen wash bottles and Adblue. Where possible the cleaning of vehicles is to be done in conjunction with supervising the School's service company whilst on site. • To provide / arrange ad hoc cover to our regular minibus drivers to transport pupils to and from school when required. Duties will entail driving the school minibus responsibly and safely, following the approved school route and ensuring the safety of all pupils whilst in your care. You will also be required to support teaching staff in providing minibus driving cover on weekend trips, school trips, fixtures and camps when required. • During holiday periods, ensure that all vehicles are ready for the beginning of term. Once a week run and move all vehicles (essential over winter / long holiday periods). Holiday period work paid at an additional hourly rate. • Ensure staff are kept up to date on any new vehicles added to the fleet. Carry out training with any new teaching staff and any staff who require additional support/refresher training. • Admin weekly duties: monitor, photocopy and restock minibus log sheets; respond to email requests for drivers during term time and training requirements; allocate trips, PASS activities, ELAN, Cabot Circus, Urchinwood to Minibus Drivers/Relief Cover Minibus Drivers; respond and check Emails on a daily basis; and carry out minibus induction with all new Minibus Drivers and Relief Cover Minibus Drivers. • Ensure a reliable, roadworthy fleet of minibuses are available for school use. • Liaise closely with the Operations Manager who is responsible for ensuring that all legal requirements are satisfied. • Liaise with teaching staff generally to ensure that they are aware of any matters that might affect their use of the minibuses.
Line management duties and responsibilities	• None



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You may also be required to undertake such other comparable duties as the Head or your line manager requires from time to time. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.



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	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	
Qualifications	<i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i> • D1 on driving licence	<i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i>	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i> • Proven minibus driving experience • Experience of dealing with mechanical issues	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i>	Contents of the application form Interview Professional references



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Skills, abilities and competencies	<i>The skills, abilities and competencies required by the Applicant to perform effectively in the role</i> • Responsible & cautious driver • Problem solving skills • Good communication skills • Good organisational skills • Be practical • Self-motivated • Team player • Ability to stay calm in an emergency	<i>The skills, abilities and competencies that would enable the Applicant to perform effectively in the role</i>	• Contents of the application form • Interview • Professional references
Knowledge	<i>The knowledge required by the Applicant to perform effectively in the role</i> • Basic vehicle mechanical knowledge • Up to date with the highway code and regulations	<i>The knowledge that would enable the Applicant to perform effectively in the role</i>	• Contents of the application form • Interview • Professional references



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Attitude and Behaviours	<i>The attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • supportive of the Quaker ethos and principles • emotional resilience in working with challenging behaviours (if applicable to role) • positive attitude to use of authority and maintaining discipline (if applicable to role)	<i>The attitude and behaviours that would assist the Applicant to perform effectively in the role</i>	• Contents of the application form • Interview • Professional references
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