



# Job Description

**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 Officer
<b>Summary of the role:</b>	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.
<b>Line management responsibility for:</b>	None
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• Monitor the condition of the minibuses 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. <b>A basic inspection of all vehicles should be carried out at least once a week during term time.</b></li> <li>• Identify any defects or problems at an early stage and make arrangements to remedy these.</li> <li>• 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 collect hire bus if needed from the local hire company.</li> <li>• Respond ASAP to any minibus breakdowns, especially when students are on board and arrange appropriate action.</li> <li>• 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 times.</li> <li>• Ensure that the minibuses are clean and tidy (internal and external). This involves washing, hoovering and topping up screen wash bottles and Adblue. <b>Where possible the cleaning of vehicles is to be done in conjunction with</b></li> </ul>



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	<p><b>supervising the School's service company whilst on site.</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• 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.</li> <li>• <b>Admin weekly duties:</b> collection of fuel receipts to Accounts; monitor, photocopy and restock minibus log sheets; respond to email requests for drivers during term time and training requirements; allocate trips to Minibus Drivers/Relief Cover Minibus Drivers; weekly distribution of riding lists to allocated drivers; respond and check Emails on a daily basis; and carry out minibus induction with all new Minibus Drivers and Relief Cover Minibus Drivers.</li> <li>• Ensure a reliable, roadworthy fleet of minibuses are available for school use.</li> <li>• Liaise closely with the Operations Manager who is responsible for ensuring that all legal requirements are satisfied.</li> <li>• Liaise with teaching staff generally to ensure that they are aware of any matters that might affect their use of the minibuses.</li> </ul> <p><b>You may also be required to undertake such other comparable duties as the Headmaster or your line manager requires from time to time</b></p>
<p><b>Line management duties and responsibilities</b></p>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>



# Person Specification

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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	
<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>• D1 Driver</li> <li>• MiDAS Driver Trained</li> <li>• First Aid Trained</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>• Production of the Applicant's certificates</li> <li>• Discussion at interview</li> <li>• Independent verification of qualifications</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>• Proven Minibus driving experience</li> <li>• Responsible &amp; cautious driver</li> <li>• Experience of dealing with mechanical issues</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>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



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<p><b>Skills</b></p>	<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>• Problem solving skills</li> <li>• Excellent communication skills</li> <li>• Good organisational skills</li> <li>• Be practical</li> <li>• Self-motivated</li> <li>• Team player</li> <li>• Ability to stay calm in an emergency</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>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<p><b>Knowledge</b></p>	<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>• Basic mechanical 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>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



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<p><b>Personal competencies and qualities</b></p>	<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></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>• Contents of the application form</li><li>• Interview</li><li>• Professional references</li></ul>
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