



Achieving success together

JOB DESCRIPTION

POST:	Minibus Driver
LOCATION:	Copleston High School
HOURS:	Flexible during the academic year, casual hours.
LINE MANAGER:	Basketball Head Coach
JOB PURPOSE:	To drive a school minibus to away fixtures for Copleston High School's Elite Basketball Academy in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.

Oxlip Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

KEY RESPONSIBILITIES:

- Driving school minibus to and from away fixtures, usually after school hours and may include driving into the night.
- Responsible for the safety, comfort and welfare of the children.
- Prior to all journeys, carry out safety checks of the vehicle. Refuel the vehicle as required.
- Maintain accurate records of vehicle usage.
- Report any vehicle defects, faults, incidents and accidents promptly to Basketball Head Coach.
- Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Ensure full knowledge of and adhere to the school's minibus policy, procedures and guidance and undertake any training required by the school, relevant to your job description.
- Adhere to the school's safeguarding and child protection policies and procedures at all times.

NB

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

All duties will be carried out within the Trusts recognised procedures or guidelines, and may include ad hoc duties, which require some initiative. You will make day-to-day decisions about your own workload, within a clear framework. There will be some need to interpret information or situations

and to solve straightforward problems. There may be some need to use analytical, judgmental, creative and development skills. You may oversee the work of others. Problems will be referred to your line-manager, who will be available for direction and guidance.

PERSON SPECIFICATION -

Area	Essential
Qualifications & Experience	• Full, clean and valid driving licence • Experienced and confident in driving a minibus or similar e.g. large van
	Desirable
	• Category D1 Driving License (unrestricted) • MiDAS Trained • PCV licence holder
Skills and Knowledge	Essential
	• Able to maintain accurate vehicle and user records • Competent to undertake daily and weekly vehicle checks and carry out basic maintenance • Ability to communicate with and relate to children and sensitive to their needs
Personal Qualities	Essential
	• Pro-active, approachable, friendly and professional • Honest, punctual and reliable • Flexible approach to working arrangements and hours • Willing to undertake the necessary training to carry out the role and enhance the services delivered by the school
	Desirable
	• Able to work unsupervised and use initiative yet also work well as a team

All staff employed at Copleston are expected to support the culture and ethos of the school as directed by the Principal.

All staff, including the Minibus driver, are expected to accept, abide by, and promote the professional expectations and procedures as outlined in the Staff Handbook, and are expected to adhere to, and actively support, all school policies.

All staff must undergo a Disclosure and Barring Service check and Safeguarding Training.