



ST FRANCIS SCHOOL

One childhood, many opportunities

MINIBUS DRIVER – PART TIME, TERM TIME ONLY

JOB DESCRIPTION

This job description will be reviewed as part of the Appraisal and Performance Review process, and any changes may be mutually agreed between the job holder and the Bursar during the interim. Whilst this Job Description provides an outline of the post, it is not a definitive list and the job will evolve to meet changing circumstances.

Responsible to:

1. Estate Manager
2. Bursar

GENERAL DUTIES OF ALL STAFF:

- To share in the corporate responsibility for the pastoral care, welfare and discipline of all pupils at St Francis School (including Little Saints Nursery) with reference to the school's commitment to Child Protection and Safeguarding Policies, including the requirements of Keeping Children Safe in Education.
- To support and promote the VISION of the school to make a difference to young minds and lives.
- To embrace fully the MISSION of the school to educate and inspire children to become confident, considerate and compassionate young people who fulfil their potential and who make a positive contribution to society.
- To uphold the core VALUES outlined in the 'St Francis Framework'.
- To promote and fulfil the AIMS of the school.
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures.
- To be aware of employee responsibilities for Health and Safety of themselves and others and to work in a safe and secure manner with due care towards the health and safety of oneself, other staff and pupils.
- To support school functions and activities whenever possible, and to take an active part in the extra-curricular life of the school and its pupils.

Main Duties and Responsibilities:

- Driving a school minibus on a set route after school returning pupils ranging from Reception to Year 8 to nominated drop-off points
- Conducting routine vehicle checks before departure as specified by the Estate Manager
- Reporting and logging any faults with vehicles
- Ensuring pupils are safely transported from school
- Ensuring pupils are seated comfortably and wearing their seat belts
- Driving school minibuses legally, safely and responsibly
- Ensuring the minibus is clean and tidy at the end of the school run

PERSON SPECIFICATION

Skills and Personal Qualities

Essential

- Hold a valid, clean, full UK driving licence with category D1
- Be 22 years or over (for insurance purposes)
- Be very reliable and have excellent time keeping skills
- Be friendly, approachable and flexible
- Be able to work unsupervised
- Be confident interacting with children, staff and parents
- Be a hard-working team player with an eagerness to participate in the life of a busy school

Desirable

- Experience in a similar role in a school

Hours of work

- Monday to Friday, 3.45pm to 4.45pm (5 hours a week)
- Term time only (34 weeks a year)

The School will provide further driver training annually