

Driver

To work as part of a small team and be the primary minibus driver for the school's home /school transport provision.

Duties and Responsibilities

- Operate one of the school's bus routes, collecting children from pick up points along the route and delivering to school and where applicable, collecting pupils from school and returning to the designated drop off points.
- Keep a register of pupils using the transport
- Responsible for the Health and Safety and general welfare of pupils travelling ensuring appropriate precautions before and during the journey i.e. wearing seat belts and behaving appropriately
- Ensure the minibus is clean, tidy inside and out and in a roadworthy condition
- Undertake regular inspection of the minibus and report defects to the Transport Officer
- Regularly visual check vehicle including tyres, lights, oil, water, fuel etc
- Refuel vehicle as required
- Adhere to school policies and guidelines
- Attend appropriate training as required for the role

Personal Specification

Skills and Knowledge	<ul style="list-style-type: none"> • Excellent communication skills • Proven ability to work independently and own initiative • Good customer service skills to interact with pupils and parents • Able to maintain written records of vehicle maintenance checks
Qualifications/ Experience	<ul style="list-style-type: none"> • A current clean Driving license • Experience of driving a large vehicle
Other Requirements	<ul style="list-style-type: none"> • Satisfactorily meeting the school's employment checks – Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK

The Job Description provides a guide to and general description of the duties and responsibilities of the role and may be amended. It is not exhaustive and the post holder should be willing to undertake any other related tasks, as may be reasonably required.

The post-holder should be aligned with the School's values:

COMPASSION

Empathy Tolerance Kindness

We treat others with compassion; demonstrating empathy, tolerance and kindness in all that we do

COURAGE

Determination Resilience Grit

We act with courage; demonstrating determination, resilience and grit in the face of both opportunity and challenge and always striving to learn through life's journey

HUMILITY

Modesty Gratitude Selflessness

We behave with humility; we are modest in our success, grateful for our blessings and selfless in the way that we share them

RESPECT

Courtesy Service Consideration

We value and respect every person equally; always seeking to serve those around us and treating all with courtesy and consideration

COMMITMENT

Dedication Loyalty Endurance

We demonstrate commitment to our School and to those around us, making the most of opportunities available; we are dedicated, loyal and always endure through to the end

INTEGRITY

Honesty Decency Morality

We value integrity above all; we are honest with ourselves and others, conducting our lives with decency whilst striving for the highest moral standards

Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post-holder will be engaged in regulated activity with children and has a duty to protect the welfare of children. Child protection training is a statutory requirement in order to provide proper care to vulnerable pupils and be able to implement safe working practices.