



## **SCHOOL MINIBUS DRIVER**

Rydal Penrhos School are looking to recruit a relief, 'zero-hour' driver, starting as soon as possible. Working as part of a team to provide school transport services to the children attending the School, to provide cover for morning and evening bus runs in the North West Conwy area, reporting to the Transport Manager.

### **Profile**

The following gives candidates an idea of the characteristics that we are looking for in the successful candidate:

- Total reliability
- Excellent time keeping
- Ability to deal firmly but kindly with children aged between 4 and 18 years.
- Ability to deal politely and tactfully with staff and parents
- Cheerful disposition
- Flexibility

The successful candidate will be responsible for ensuring Health and Safety matters are adhered to at all times.

Ideally the successful candidate will have experience of working with children.

The successful candidate will participate fully in the School's Performance Management programme.

All members of Rydal Penrhos School are fully supportive of the aims and ethos of the School and all staff share in pastoral responsibility and are expected to promote the general educational and social welfare of individual pupils and classes (whether directly or indirectly) in relation to their position at the School.

Rydal Penrhos School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure Barring Service.



## **JOB DESCRIPTION – School Mini Bus Driver**

### **REPORTING TO: The Transport Manager**

#### **GENERAL**

*The purpose of this job description is to outline the main responsibilities of the Minibus driver. It is not restrictive and includes any other reasonable requests that may arise. The employee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, will be to adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, the employee becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection.*

#### **NORMAL HOURS OF WORK - TERM TIME ONLY**

Whilst there are not guaranteed working hours, work offered will be Monday – Friday mornings & evenings between 6.00am – 8.30am & 16:15 – 18:30.

#### **MAIN DUTIES**

Operating one of the school's bus routes, collecting children from given pick-up points along the route and delivering them to school

Ensuring that the minibus is kept clean and in good condition, including, but not restricted to:

- Ensuring to sign in and out at Senior School Reception at the beginning and end of each shift to comply with Fire, Health and Safety regulations
- Weekly cleaning of the bus, both inside and out
- Ensuring signs inside the bus are properly attached and in good condition
- Daily visual inspection/checking of tyres, lights, oil, water, petrol
- Ensuring that the fuel tank is full for use for weekend sports fixtures and other school trips
- Ensuring any additional work required is immediately reported to the Transport manager
- Adhering to the school's Health and Safety guidelines for minibus drivers, as supplied by the Bursar and kept in the minibus;
- to maintain a log of trips, mileage etc. and any other information that may be requested by the Bursar;
- To carry out other driving duties on an ad hoc basis with prior agreement;
- To liaise directly with parents when necessary



Expected start date: ASAP

Job Type: Permanent, casual

Salary: £9.43 p/h – SCP2 on the NJC Pay scale

COVID-19 considerations:

All visitors are required to wear a mask on the premises.

Experience:

- driving: 1 year (Preferred)

Licence:

- Driving licence D1 (Required)

Work remotely:

- No

COVID-19 precaution(s):

- Personal protective equipment provided or required
- Social distancing guidelines in place
- Sanitisation, disinfection or cleaning procedures in place