

## Job Description

<b>Job Title</b>	<b>Minibus Driver</b>
<b>Location:</b>	<b>Newfriars College</b>
<b>Pay Point:</b>	<b>Grade 2 £16,495 - £16,863 (Pro-rata £7,538.8 - £7,706.99)</b>
<b>Conditions of Service:</b>	<b>Support Contract of Employment</b>
<b>Responsible to:</b>	<b>College Business Manager</b>

### Main Purpose

- The transport of Newfriars College students in a safe, proper and timely manner to and from College or, in support of organised school trips.
- Ensuring that the College vehicles remain in a clean, roadworthy condition and at all times.

### Main Duties & responsibilities

#### Minibus

- Completion of daily minibus safety checks and routine paperwork
- Drive a predetermined route to collect and return students
- General driving duties as required
- Wash, clean and maintain the minibus on a weekly basis (additional clean as required e.g. student sickness)
- Ensure that minibus has sufficient fuel for each journey
- Ensure student behaviour whilst in transit (report bad behaviour to relevant staff as appropriate)
- Post will be term-time, 20 hours per week – flexible approach to working arrangements is essential

#### Support to college

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Support and ensure equal opportunities for all staff and students
- Contribute to the overall ethos/work/aims of the College
- Demonstrate an appreciation and support for the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Maintain own continued professional development in accordance with the role profile and requirements of the job

**Person Specification**  
**College Minibus Driver**

Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Full current UK driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid</li> </ul>
<b>Experience/Skills</b>	<ul style="list-style-type: none"> <li>• Previous driving experience</li> </ul>	<ul style="list-style-type: none"> <li>• Previous driving experience in passenger transport</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to undertake vehicle checks and carry out basic maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of surrounding area</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Pleasant, patient and helpful personality</li> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach, which demonstrates support and shows mutual respect.</li> <li>• Open and honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	
<p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>• DBS clearance</li> <li>• Motivation to work in an environment with children and young people &amp; vulnerable adults.</li> <li>• Ability to form personal boundaries in an environment with young people and vulnerable adults.</li> </ul>	