

JOB DESCRIPTION

Job Title:	Driver / Handyperson
Grade:	2
Salary:	SCP 7 – SCP 10
Conditions of Service:	Support Staff Contract of Employment

Responsible to:

Statement of Purpose

Under the instruction and direction of senior staff to safely drive the school's minibus. The maintenance and cleaning of the minibus to keep it in good condition, complying with Health and Safety regulations for minibuses.

Support to Pupils and Staff

- To drive pupils to and collect from locations as required – mornings and afternoons.
- Taking registers of pupils who travel.
- To drive pupils and members of staff to events including games meetings after school.
- To drive pupils and members of staff on School trips.

Support to Vehicle

- To ensure the mini bus is not left empty of fuel.
- To keep the mini bus clean and tidy.
- It may be necessary to deliver or collect the mini bus from various servicing locations when servicing and/or repairs are necessary.
- Review and **raise awareness to the school office manager** of vehicle documentation records for vehicles, DVLA Taxation, MOT, Insurance, service records & Tail lift service & certificates in order that the school are legally compliant.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- 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.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support 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.
- Assist with pupil needs as appropriate during the school day.
- Assist the caretaker where appropriate and required with facilities maintenance in accordance with appropriate Health & Safety Legislation.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP//I/ASS
	Experience <ul style="list-style-type: none"> • Good interpersonal skills. 	APP
	Qualifications/Training <ul style="list-style-type: none"> • A full clean driving licence. • Will need to pass a driving test as per the Trust regulations and a CPC Licence Course (5 days) • Undertake a medical as per regulations. • Complete a clear DBS check 	I
	Knowledge/Skills <ul style="list-style-type: none"> • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising and prioritising skills. 	APP/I
	Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders. • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • 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. 	APP / I

MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview
 In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

HH 20.10.2020

