

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

School Minibus Driver

JOB DESCRIPTION

Job Summary

The Trust is seeking to appoint reliable and trustworthy people to drive the school minibuses to transport pupils to all schools within the Trust. Living locally would be an advantage.

Reports to: Transport Manager

Hours: 20-25 hours per week, over a split shift morning and afternoon.

Salary: £15.19 per hour, paid monthly as part of an annual year-round salary.

Job Summary

- To assist in driving one of the school routes.
- To assist with school trips and PE fixtures (when required)
- Covering for drivers' holiday and sickness (when required)
- Maintaining school vehicles, including fuel/oil and fluid and cleanliness
- Available for occasional school outings during the day/evening
- Available for occasional collection and drop off external visitors to/from the school
- Available for occasional cover for evening routes and trips
- Responsible for safety of pupils whilst on the bus

The EST are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check.

Person Specification for School Minibus Driver

The person appointed will have many or all of the following qualities and aptitudes.

	ESSENTIAL	DESIRABLE
Qualifications	Driving licence with no more than 6 points D1 (101) licence essential.	
Experience		Previous experience in a similar role Experience of working in School environment
Skills		Basic vehicle maintenance eg. Oil/fuel checks Knowledge of local routes Experience of minibus driving
Personal Characteristics	An organised approach and excellent time management skills The ability to work well as part of a team Must be presentable, to act as an ambassador for the School Able to liaise with parents and pupils	Good interpersonal skills and sense of humour
Special Requirements	Undergo an Enhanced DBS Check.	