

JOB DESCRIPTION

MINIBUS DRIVER

Working hours (term time only):

Monday to Friday: 6.30 am to 8.30 am

Key Purpose:

To safely transport students to school ensuring they arrive in time for the commencement of the school day.

Act as an ambassador for the school, ensuring at all times that you promote and act in accordance with the school's values and ethos.

Reporting to the Bursar.

Key Responsibilities:

- Transport students to school
- Ensure mini-bus has sufficient fuel for the required journeys
- Inspect mini-bus before and after the school run.
- Ensure mini-bus is kept clean and tidy
- Ensure students behave in an appropriate and safe manner during transport
- Report student conduct to relevant staff as appropriate

Required skills and experience

- Previous driving experience
- Hold a full current driving license with PSV category
- Be prepared to undertake safeguarding training and submit to a DBS check.
- Be prepared to undergo additional training as required.