

Job Profile

Penk Valley Academy Trust		
Job Number	Post Title	Grade
C1287	Minibus Driver	Grade 2

School Purpose and Values

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 the regulations of Staffordshire County Council for minibuses.

Support for Pupils

- To drive pupils to and collect from colleges/higher education establishments as required – mornings and afternoons. Taking registers of pupils who travel.
- To drive pupils and members of staff to 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 Fleet Care services at Stafford when servicing and/or repairs are necessary.

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.
- Comply and assist with the development of 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.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

**Person Specification
Minibus Driver
Level 1**

Minimum Criteria for Two Ticks *	Essential Criteria	Measured by
	<p>Experience</p> <ul style="list-style-type: none"> • Good interpersonal skills. 	AF/I
	<p>Qualifications and Training</p> <ul style="list-style-type: none"> • A full clean driving licence with Category D1 entitlement • Will need to pass a driving test as per Staffordshire County Council regulations • Undertake a medical as per Staffordshire County Council regulations. • Complete a clearance form for the Criminal Reference Bureau 	AF/I
	<p>Knowledge/Skills</p> <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. 	AF/I
	<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders, challenges barriers and blocks to providing an effective service. • Demonstrates a “can do” 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. • Acts with pace and urgency being energetic, 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 	AF/I

	and developing new skills.	
	<p>Safeguarding</p> <p>Safeguarding and promoting the welfare of children is everyone's responsibility. Staff are required to follow the statutory guidance from the Department for Education. Staff are required to read:</p> <ul style="list-style-type: none"> • Part 1 and Annexe A of 'Keeping children safe in education September 2016' • School safeguarding policies • The code of conduct <p>Staff must know the identity and understand the role of the designated safeguarding leads. In addition, in order for staff to understand and discharge their role and responsibilities as set out in 'Part one' of the guidance, staff are required to identify any additional training needs and read safeguarding bulletins they receive through the year.</p>	

AF = Assessed at Application Form

I = Assessed at Interview

T = Assessed through Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***



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.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the
SSC Recruitment Team on 01785 276480