

The Westgate School

Job Description:

Minibus Driver

Purpose:

The post holder is responsible for the safe transportation of students to school each morning.

Responsible to:

Deputy Head Teacher

Working Hours:

Successful candidates will be required to work Monday to Friday 07:00am-10.00am (15 hours weekly) during term-time only.

Salary:

£15.00 an hour on a casual employment basis

Key Responsibilities:

1. To drive one of the school minibuses on a set route to pick up and drop off pupils to school, ensuring the School's Transport policy and associated policies and procedures are followed at all times.
2. Log details of additional passengers carried to give to the Attendance Officer.
3. Ensure pupils adhere to the safety policies whilst en-route and that they wear seatbelts during each journey.
4. After each trip, complete the vehicle log with mileage used.
5. Carry out pre-journey vehicle checks including fuel levels to ensure the vehicle appears safe for each journey.
6. Notify any possible safety or maintenance issues in connection with the vehicle to the Facilities Manager.
7. To ensure that the minibuses are kept clean and tidy at all times.

Qualities & Skills

The ideal candidate must:

- Be over 21 years of age and have held a category B licence for 2 years.
- Hold a full, clean driving licence.
- Must be a safe driver that adheres to driving conditions and speed limits.
- Has valid right to work clearance to work in the UK (you will be asked for evidence).
- Have excellent time keeping and is reliable.
- Promote and follow The Westgate School's Safeguarding procedures and policies and must have a clear Enhanced DBS clearance.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and General Data Protection Regulation (UK GDPR) (2018).

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school.

You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for working with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

Freedom of Information

The post holder must be aware that any information held by the School, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

No Smoking / Intoxicants Policy

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by The Westgate School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.