

Post Title	Driver Minibuses collected from The Old Deanery, Cathedral Close, Hereford HR1 2NG
Salary Point(s)	4-6 Salary: 10 hours per week - £14,549 per annum pro rata. This equates to £3,188. Salary: 20 hours per week - £14,549 per annum pro rata. This equates to £6,376.
Hours/Weeks	10 hours per week. 6.30am – 8.30am (5 days per week) or 20 hours and 6.30am-8.30 am 3.30pm -5.30pm Term time only for 36 week per year Extra hours may be available for other school trips/events but is not guaranteed

Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The Organisation

Hereford Cathedral School is one of the UK’s leading independent co-educational day schools. Providing boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world. We also benefit from one of the finest settings, adjacent to the beautiful Cathedral. We enjoy an air of tranquillity within a stone’s throw of the thriving city centre.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Further information from <http://www.herefordcs.com>

Reporting Lines:

The postholder reports to the Facilities Manager.

Accountabilities:

1. To safely transport pupils and staff from one location to another ensuring that all Road Traffic Act Legislation is adhered to.
2. To ensure the good name of the School by driving in an appropriate manner with due regard to safety and speed limits
3. To ensure the emotional and physical welfare of the pupils in their care in line with HCS Child Protection Guidelines

Responsibilities:

4. Drive 17 seater minibuses to collect and drop off pupils at designated locations and times at the beginning and end of the school day
5. Drive minibus from one location to another
6. Daily inspection of the school bus, prior to setting off on a journey, to ensure roadworthiness, serviceability and duty of care
7. Completing the daily and weekly inspection list on the vehicle
8. Monitoring the cleanliness of the vehicle and the levels of petrol and fluid levels, to ensure efficiency and safety
9. Reporting any concerns with regard to the road worthiness of the vehicle to the Facilities Manager
10. Supervision of pupils on the minibus to ensure safety (including checks to ensure seatbelts are being used appropriately and that the pupils remain in their seats at all times
11. Whilst on the road have autonomy to make decision regarding any aspect of the journey if Health and Safety issues arise
12. Have and use pupil contact numbers appropriately to phone and advise of any unforeseen changes or delays such as flooded road, police diversion which make them late for drop off or collection
13. Enforcement of the school behaviour policy and the reporting of any incidents or unsatisfactory behaviour to the Deputy Head
14. Communicating, using agreed school protocols, with parents of pupils on the bus to ensure efficient and safe practice
15. Dealing with accidents/incidents and reporting them to the School Office/Deputy Head/Facilities Manager, as appropriate

Special Requirements of this job:

All drivers of the school minibus must:

- be over 21 years of age;
- have held a category B licence for at least 2 years;
- have a D1 entitlement on your licence
- not drive the minibus for hire or reward;
- only drive category of vehicles for which an appropriate licence and assessment is held

Postholders will undergo a Worcester County Council minibus driving assessment and must successfully pass this test to be employed.

It is a condition of employment in this post that the postholder holds and continues to hold, a current driving licence. In the event that the postholder loses their driving licence for any reason whatsoever, the School reserves the right to terminate employment.

In addition, the School's insurers will determine if penalty points/endorsement effect or prevent the postholder continuing to be eligible to be insured to drive a school minibus. Employment may come to an end if the post holder can no longer be insured.

An annual check of driving licence is mandatory. The postholder is duty bound to disclose to the School if penalty points or a driving offence is pending.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The postholder must not have any spent or unspent convictions that would prevent working with children.

Health and Safety:

As an employee you are expected to:

1. to take reasonable care of your own health and safety
2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
4. not to interfere with or misuse anything that's been provided for your health, safety or welfare
5. to report any injuries, strains or illnesses you suffer as a result of doing your job
6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

Particular H&S issues for this post are:

1. remain fit and well enough to continue to be able to drive and be insured
2. driving in difficult conditions at times
3. vehicles need to be checked to ensure they are safe and legal to go on the road prior to use

Person Specification		
	Essential Criteria	Desirable Criteria
Qualification	<p>PSV or D1 and current licence, entitling postholder to drive up to 16 seat mini bus</p> <p>Hold and continue to hold a clean driving licence as determined by Schools Insurers</p> <p>Good standard of Spoken and Written English</p>	<p>First aid at work qualification</p> <p>Completed a broad education including GCSE grade C and above in English Language and Maths (or equivalent)</p>
Experience and Knowledge	<p>Experience of working effectively in a customer focused environment</p> <p>Experience of driving minibuses, or similar size vehicles</p> <p>Experience of health and safety procedure for vehicle checks</p>	<p>Experience of working within an education environment</p> <p>Some experience of vehicle maintenance</p> <p>Experience of working in the bus industry/community transport sector</p> <p>Experience of working with children</p>
Skills/Abilities	<p>Good organisational skills</p> <p>Competent at map reading and navigation</p> <p>Able to work on own initiative and make competent decisions when needed</p>	
Aptitude	<p>Punctual and reliable at all times</p> <p>Naturally demonstrates a 'can do' helpful attitude</p>	
Circumstances	<p>Able to work flexibly in support of wider school functions from time to time</p>	
Safeguarding Children, Young People and Vulnerable Adults	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	
Equal Opportunities	<p>Understanding of the requirements of Equality and Diversity</p>	

Declaration

I have received a copy of this job description and undertake to carry out the duties as described.

Employee Signature

Date

Print name