

Job Description

Job title:	Minibus Driver
Responsible to:	School Operations Manager
Responsible for:	N/A
Location:	Lift Broadlands
Hours of work:	Roughly 7.30am until 9am and then 2.30pm until 3.45pm
Salary:	£12.85

Overview of the role:

The role of the Minibus Driver is to transport students by minibus to alternative provision, school trips and outings, as and when required.

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

Responsibilities:

Main responsibilities:

- To drive the Academy's minibus as required.
- To maintain safety/inspection checks of the minibus
- To ensure the safe transport to and from the academy of pupils and to be responsible for the safety of the children whilst on the minibus.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- All employees are expected to have a good understanding of the safeguarding of pupils.

General responsibilities:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties, and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.

2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others, and to appropriately report hazards, illnesses, or injuries in accordance with our Health & Safety Policy.
7. The driver must be aware that the likelihood of having an accident increases due to tiredness, long journeys, motorway driving and situations where drivers embark on such journeys following a full day of work
8. Should a driver have a medical condition that becomes worse since their licence was issued or they develop a new medical condition, the driver **MUST** inform the School Operations Manager as soon as possible.
9. Must not drive under the influence of alcohol or drugs, including prescribed medication, which might impair driving ability
10. Report any incidents/accidents
11. Must not use a mobile phone whilst the vehicle is in motion.

Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our colleagues and volunteers to share this commitment. We adopt a strong, fair, and consistent recruitment process which is in line with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

Equality, equity, diversity and inclusion:

At Lift Schools, we want all of our colleagues to feel included bringing their passion, creativity, and individuality to work. We value all cultures, backgrounds, and experiences, and we truly believe that diversity drives innovation.

Person specification

Qualifications and experience

Essential

- Literacy and numeracy skills - ideally Maths and English GCSEs
- Must hold a full category B car licence
- Minimum age of 21
- Held a licence for a minimum of 2 years

Desirable

- Category D entitlement on licence.

Knowledge and skills

Essential

Desirable

• Ability to exchange routine verbal information clearly • Ability to complete basic forms • Understand the academy's behaviour management policy • Understand and support the differences in children and adults and respond appropriately • Understand and support the importance of physical and emotional wellbeing • Seek support to overcome communication barriers with children and adults • Ability to follow instructions	• IT literacy with Google Workspace.
Leadership skills	
Essential • N/A	Desirable • N/A
Personal attributes and behaviours	
Essential • Understand the role of others working in and with the academy • Ability to establish rapport and respectful and trusting relationships with others • Ability to work effectively with a range of adults • Know when, how and with whom to share information • Good organisational skills • Ability to manage own time effectively • Demonstrate ability to resolve routine problems independently • Awareness of and commitment to equality • Basic understanding of Health & Safety • Understand and implement child protection procedures • Understand procedures and legislation relating to confidentiality • Be prepared to develop and learn in the role	Desirable • Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are: ○ Share ideas early, often, and honestly ○ Embrace constructive disagreement ○ Value ideas, not ego ○ Be curious and open to new ideas ○ Focus on facts and reason
Special requirements	
• Successful candidates will be subject to an enhanced Disclosure and Barring Service Check. • Right to work in the UK. • Evidence of a commitment to promoting the welfare and safeguarding of children and young people. • Show commitment and a forward-thinking approach to drive forward equality, equity, diversity, and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services.	