



# ELMS SCHOOL JOB PROFILE

<b>Name:</b>		<b>Date:</b>	June 2017
<b>Job Title:</b> <b>Minibus Driver</b>			
<b>SALARY INFORMATION:</b>			
<b>Hours:</b>	Ranges from 7.5-15 depending on location	<b>Weeks:</b>	39
<b>Band:</b>		<b>Band:</b>	<b>KR4</b>

## **The School**

Elms School is a day special school for pupils aged 5 to 16 years. All pupils have an Education and Healthcare Plan. Most have complex behavioural, social, emotional and mental health difficulties and additional learning difficulties, such as ADHD, adolescent psychiatric problems, attachment disorder issues along with challenging behaviours. The BESD pupils have deep-seated and long-term emotional needs, but are functioning at a higher academic level. A high percentage of pupils also have Autistic Spectrum Disorders.

Elms School has been recognised as 'outstanding in every aspect' following an OfSTED Inspection in April 2014. This is the third time in a row that Elms School has received the 'outstanding' status.

Many pupils travel from a wide area across Kent to attend Elms School.

## **Employment**

The post holder is expected to work within the rules and regulations laid down in the current "Kent Scheme" manual. The Head Teacher will take notice of advice given by professional associations.

The post holder will demonstrate a commitment to the aims, vision, development plan and policies of the school. In return the leadership are committed to support the training and development of all members of staff. We aim to provide staff with the skills they need to fulfil their duties so that we achieve the highest standards in all we do.

The post holder will share responsibility for identifying their own individual training needs and will demonstrate a commitment to work collaboratively and co-operatively to fulfil these.

Deployed by:	Transport Manager
Accountable to:	Head of Business and Premises
Appraiser:	Transport Manager

This job profile encompasses in general terms the normal duties which the post holder will be expected to under-take. However, the job profile or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade.

1. PURPOSE OF JOB

- To be part of a small team of minibus/MPV drivers for the school. To safely operate the school’s bus routes, collecting pupils from home and delivering them to school; collecting them from school and dropping them home.
- To be responsible for daily checks of their vehicles and report any defects/issues as necessary

2. KEY DUTIES AND RESPONSIBILITIES

- To abide by the law and ensure the safety of your passengers is paramount.
- To collect vehicle escorts and drop off vehicle escorts.
- To operate the route as specified ensuring that pupils are collected on time (allowing for changes in traffic conditions) and delivered to the School, reversing the process in the afternoon.
- Undertake ad-hoc journeys on an overtime basis if available.
- To ensure that the vehicle is kept clean (inside and out) and in good condition, including, but not restricted to daily visual inspection/checking of tyres, lights, oil, water, fuel.
- Provide the finance office with fuel card dockets in a timely manner.
- To ensure that any additional work required or defects are communicated immediately in writing to the transport manager
- To drop off and collect vehicle from the garage for services etc.
- To inform the transport manager if there are any issues with the fire extinguisher, first aid box, bibs, paperwork etc.
- Inform the transport manager or Head of Business & Premises of any incidents.
- To participate in relevant training including driver CPC, team teach training and refresher courses as necessary.
- Comply with the “driving a school minibus” policy
- Comply with all school policies
- Any other duties commensurate with the grade and role

Agreed By ..... Job Holder	Approved By ..... Manager
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	CRITERIA
<b>1. SKILLS, KNOWLEDGE &amp; APTITUDES</b>	<ul style="list-style-type: none"> <li>• Previous experience of driving school runs would be desirable.</li> <li>• Must be at least 21 years of age (essential)</li> <li>• Knowledge and experience of basic vehicle maintenance</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to communicate factual information politely and courteously.</li> <li>• Able to manage time effectively and prioritise workload as appropriate.</li> <li>• Understands and able to apply Health and Safety procedures relevant to the job.</li> <li>• Able to recognise and to deal with emergency situations.</li> <li>• Remain patient and calm in difficult circumstances.</li> </ul>
2. QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> <li>• Held a full and current UK driving licence for at least 12 months with <b>Category B entitlement</b> (essential)</li> <li>• A minimum of GCSE Grade C in English and Maths</li> </ul>
3. EXPERIENCE	<ul style="list-style-type: none"> <li>• Previous relevant experience is desirable</li> </ul>
4. PROFESSIONAL CONDUCT	<ul style="list-style-type: none"> <li>• Hold a driving license that <b>does not</b> have: <ul style="list-style-type: none"> <li>○ More than 6 points</li> <li>○ Have any drink/drive endorsements</li> <li>○ Have a ban within the last 5 years</li> <li>○ Have more than two current speeding endorsements</li> </ul> </li> <li>• A flexibility of approach to a variety of issues</li> <li>• Willingness and ability to listen and inspire confidence in colleagues</li> <li>• Maintain confidentiality.</li> <li>• A passion for making a difference to children and willingness to go the extra mile</li> <li>• Emotional resilience and a good sense of humour.</li> </ul>