



JOB ~~1010~~ ~~1010~~

Hours of Work:	06:30-08:30 and 16:00-20:00 Mon-Thurs, 06:30-08:30 and 16:00-18:00 Friday (Timings may vary according to School needs)		
Responsible To:	Transport Manager	Responsible For:	N/A

Summary of Role:

To be employed for driving School vehicles primarily in support of the School's transport service. The driver will be responsible for transporting students to and from School and could also transport other staff members and parents to and from school concerts and other events.

Specific Responsibilities:

1. To undertake local transportation requirements as required by the school, ensuring that students arrive at School on time and depart on time each day.
2. To comply with all statutory and School regulations regarding the driving of School vehicles.
3. To liaise with the Transport Manager on a regular basis, to manage issues as they arise and ensure an excellent service.
4. To behave in an appropriate manner to present a good image of the school to students, parents, and members of the public.
5. To clean and refuel allocated vehicle/s on a regular basis.
6. To undertake any related tasks that may reasonably be requested by the Transport Manager, working as a team member, and being prepared to support colleagues during busy periods.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	

Possess a clean, full, valid British driving licence with category D1 (minibuses).
Possess previous driving/minibus driving experience.
Possess excellent communication skills both written and verbal
Basic ICT skills.
Capable of working alone and as part of a team.

Own transport to/from school.
First aid trained.
Available to work any hours according to the school's needs.