



COPTHORNE PREP

JOB DESCRIPTION

Part time Minibus Driver

Job purpose:	To drive our minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.
Job title:	Minibus Driver
Reporting to:	
Core hours:	Monday to Friday, mornings from 6.50am or 7:00am depending on route, and afternoons from 4:30pm also depending on route
Status:	Permanent, part time, term time only

All staff are expected to:

- Follow the School's Safeguarding policy and procedures and to ensure the well-being of all pupils in their care is their highest priority.
- Contribute to the day-to-day running of the school and follow its policies and procedures.
- Take an active role in ensuring the realisation of the School Development Plan.
- Treat each pupil and each other as an individual with courtesy and respect.
- Have due regard for Health & Safety within the School.

Key responsibilities:

- To collect pupils from various locations and return them to school in a safe and timely manner. The school day begins at 8.15am and pupils need to be in school by this time.
- To ensure the safety of pupils at all times
- To ensure the vehicle is roadworthy prior to each journey
- To report any accident or defect to the Estates Team
- To report inappropriate behaviour by pupils to the Deputy Head
- To advise our mini bus coordinator if the bus is going to be late arriving to School
- To make necessary arrangements when the journey cannot be undertaken

Person Specification:

The successful candidate will have the following essential skills, experience and attributes:

Knowledge & Experience

- Clean driving licence, with a D1 category
- Experience of driving a minibus
- Aged over 21 to comply with insurance and operator's licence requirements
- A minimum of two years driving experience
- A driver's fit to drive medical declaration

Skills & Personal Attributes

- The ability to work as part of a team
- Reliability and loyalty to the school
- Foster an open, participative, and collegiate working style
- Empathic, compassionate, and patient
- Able to work as part of a team as well as using own initiative
- Friendly, approachable and good communicator with children, staff and parents
- Knowledge of Safeguarding Children

NB This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Copthorne Prep School is committed to safeguarding and promoting the welfare of children and the successful candidate will be subject to checks by the DBS and past employers.

Signed:

Name:

Date: