



## St Mary's School Colchester

### Job Description

<b>Job Title:</b>	Minibus Driver
<b>Reporting to:</b>	The Bursar, through the Estates/Health & Safety Manager
<b>Line management responsibility:</b>	None

#### **Main purpose of the role**

To drive the school minibus as part of a daily service by collecting St Mary's pupils from designated pick up points in the morning and then returning them to the same point at the end of the school day.

<b>Hours:</b>	Minimum of 20 hours per week based upon two shifts per day, Monday-Friday. Term time only (shift 1 starts 6-6.15am; shift 2 starts 3.15pm)
<b>Salary:</b>	As advertised
<b>Holidays:</b>	20 days per year plus Bank Holidays ( <b>based upon a full time post</b> ) to be taken during the School holiday periods
<b>Benefits:</b>	Fully subsidised refreshments Discounted fees for children attending St Mary's (subject to any qualifying criteria) Pleasant working conditions including use of a compact fitness suite Discounted gym membership

#### **Specific Duties**

- AM- collect the minibus from school and drive a predetermined route to pick up pupils in time for the start of school
- PM-collect the minibus from school and drive the same predetermined route to drop off pupils after school ends (Note-the minibus will be left at school during the day)
- Complete daily minibus checks and complete routine paperwork
- Ensure that all relevant pupils are accounted for
- Liaise with parents as required
- Wash and clean the minibus on a weekly basis and carry out minor maintenance tasks as required

#### **The following duties are ones which all staff are required to perform**

- Observe health and safety procedures and work safely at all times
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact

- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the School

Note-the above duties are not exhaustive as the post will also cover any other duties which may reasonably arise in connection with the position or at the request of the Principal.



## Minibus Driver- Person Specification

Education / Qualifications	Essential	Desirable
Current Driver's Licence with the D1 category	Y	
Current CPC / PSV qualification		Y
Must have already passed <b>or</b> must successfully complete Minibus (MIDAS) training before transporting students	Y	
First Aid trained		Y
<b>Skills / knowledge</b>		
Minibus / Passenger Service Vehicle driving		Y
Minibus / Passenger Service Vehicle driving within an educational setting		Y
Able to use initiative and meet deadlines	Y	
Accurate record keeping	Y	
Customer service and telephone skills		Y
Basic understanding of vehicle maintenance		Y
<b>Attitude / personal qualities</b>		
Team player with a flexible approach and positive attitude	Y	
Good level of general health & fitness appropriate to the needs of the post	Y	
Honest and discreet	Y	
Reliable and punctual	Y	
Understands & maintains professional boundaries when dealing with others	Y	
Willingness to commit to the St Mary's ethos	Y	