**Job Description**

**Post Title:** Mini Bus Driver

**Department:** Transport

**Responsible To:** Transport Co-ordinator

**Hours of work:** Term Time

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to, and ensure compliance with, the Company’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in either School she/he must report any concerns to the relevant School’s designated persons, currently Mrs Charlotte Futter , Mr Ian Parkin, Mr Mark Pymm and Mrs E Scoular at Worksop College and Mr Dan Simpson and Mrs Helen Clark at Ranby House Preparatory School, Ranby House; or in their absence, go straight to the respective School Headmasters

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within the school. Duties must be carried out in strict compliance with the School’s policies on equal opportunities and health and safety.

**Overview**

The role will be transporting pupils to and from designated collection routes. In addition, there may be available on a voluntary basis, the possibility to work additional hours, transporting pupils to and from airports, stations and other venues including sports fixtures. This will include working some evenings and weekends.

**Key Responsibilities**

* To pick up and safely convey pupils to the appropriate school.
* To ensure pupils board and alight at appointed stops.
* To maintain reasonable and safe behaviour of children whilst on vehicle.
* Carry out pre use checks on vehicles, for damage and roadworthiness in accordance to the daily inspection schedule reporting any defects or concerns regarding vehicle safety to the Operations Manager.
* Maintain the highest standards of safety at all times.
* Weekly cleaning of interior and exterior of vehicles.
* Complete driver’s records and timesheets when necessary.
* Refuel vehicles as necessary.

**Key Requirements**

* Ideally D1 driving licence holders.
* Experience of driving minibus or larger vehicle.
* Ability to work on your own.
* A polite, helpful demeanour
* Smart and well-presented

**Pastoral Care**

In addition to the academic role, every teacher is expected to play a full role in the life of the School outside the classroom and is attached to one of the boarding or day houses.

This job Description covers the main duties and responsibilities of the role. The role holder may be asked to carry out other activities commensurate with this Job Description from time to time.

**Other Matters**

You will be required to carry out other duties as may be commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high standards of business practice.  This job description therefore may be altered from time to time to meet the changing needs of the School.

**Health and Safety**

The School is committed to ensuring the Health and Safety of all who learn, work, live and visit the School. You must take reasonable care for your own health and safety and that of other persons who may be affected by your activities. All safety instructions must be obeyed and the required training undertaken. All accidents and near misses must be reported and recorded within the Accident Book available on both sites.

**Safeguarding & Child Protection**

For this post must be willing to undergo child protection screening, including, but not limited to, reference checks with previous employers, prohibition checks and a criminal record check via the Applicants Disclosure and Barring Service (including Barred List Check). All offers of employment are conditional upon the satisfactory outcome of child protection screening checks.

**Disclosures**

We will appoint, train, develop and promote based on merit and ability alone. It is a stipulation of the Governors and a statutory requirement that members of staff appointed to Worksop College should be shown not to have any criminal record, which might prevent them accepting a post at the College. Accordingly, the College requires permission from all members of staff to make an appropriate investigation. Offers of employment are subject to a satisfactory outcome of this enquiry.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children

**Equal Opportunities**

Worksop College is an equal opportunities employer and is committed to a policy of treating all our employees and job applicants equally. It is our policy to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to age, disability, sex, gender reassignment, pregnancy, maternity, marital or civil partnership status, race (which includes colour, nationality and ethnic or national origins), sexual orientation, trade union membership, religion or belief.