



## Casual Minibus Driver

Salary / grade range	SCP2, £12.26 per hour + holiday pay (12.07%) , 38 weeks -Term time only
Location	Co-op Academy Swinton
Reports to	Finance Manager

### Purpose of role:

- Safely drive the school's minibus on various trips and events in a responsible and competent manner.
- Maintain and clean the Academy's fleet of minibuses to a high standard whilst complying with the Trust regulations for minibuses.

### Key accountabilities (and specific duties / responsibilities):

#### **Support to Pupils and Staff**

- Drive pupils and staff to and from education establishments as required – mornings, afternoons and some unsociable hours may be required (adequate notice will be provided)
- To be responsible for driving the school minibus to enable pupils and members of staff to attend sports fixtures/meetings after school/training when required.
- To plan the route and drive pupils and members of staff to school trips/events in a responsible and safe manner.
- Be responsible for ensuring that all passengers and yourself wear a seat belt at all times.
- To undertake appropriate training when required, in consultation with Senior Staff including Safeguarding, MIDAS, Manual Handling and First Aid.

#### **Support to Vehicle**

- To be responsible for carrying out vehicle checks before driving and reporting any problems to the Facilities Manager
- Undertake monthly checks and carry out basic vehicle maintenance.
- Refuel and manage the overall running of the vehicle as required.
- Hold overall responsibility for the cleanliness of the vehicles, inside and out, ensuring each vehicle is in a clean and roadworthy condition before and after use.
- To take the vehicle to the garage/repair centres if and when required.
- Make contact with breakdown services as and when required.
- Be responsible for returning the keys to the appropriate safe place as directed.



- Cover for absent colleagues.
- Supply a copy of your driving licence on an annual basis and to immediately advise Co-op Academy Swinton of any changes or endorsements to your licence. A licence check will be carried out annually.
- Help to promote a good school image by wearing suitable working attire at all times and maintaining yourself in a clean and tidy condition.
- To undertake any other duties that may from time to time be reasonable required.

## **Health & Safety Responsibilities**

All employees have the responsibility:

- To comply with safety rules and procedure laid down in their area of activity
- To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- To use protective clothing or equipment as may be provided
- To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- To co-operate with the Principal in the fulfilment of the objectives of the Academy's Health and Safety policies

## **Values and ways of being**

Co-op Academies Trust is committed to the values shared by co-operatives everywhere:

- **Self-help** – we support learners, parents, carers and staff to help themselves
- **Self-responsibility** – we encourage learners, parents, carers and staff to take responsibility for and answer to their action
- **Democracy** – we give our learners, parents, carers and staff a say in the way we run our schools
- **Equality** – we believe that the voice of each individual should be heard
- **Equity** – we run our schools in a way that is fair and unbiased
- **Solidarity** – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T) reference (R)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>A current and clean driving licence, held for a minimum of 2 years with category D1</li> <li>Successfully complete a MIDAS test to drive minibuses</li> <li>To undertake and pass first aid training as required.</li> </ul>	Essential	A/I  T  T
<b>Experience</b> <ul style="list-style-type: none"> <li>Good interpersonal skills</li> <li>Experience in working as part of a team</li> <li>Previous minibus driving experience</li> </ul>	Essential  Desirable	A / I / R
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>Good communication skills</li> <li>Good organising and prioritising skills.</li> <li>Ability to relate well to children and to adults</li> <li>Patient manner</li> </ul>		A/I A/I A/I A/I
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Flexible approach to working times whilst remaining punctual and reliable</li> <li>Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect</li> <li>Willingness to learn and develop new skills and attend training where needed</li> <li>Motivation to work with children and young people</li> <li>Able to work under pressure and a determination to succeed</li> <li>Confident and able to work unsupervised</li> <li>Open, honest and an active listener.</li> <li>Willing to undertake training as appropriate</li> </ul>		I  A/I  I  I  I  I  I



<b>Safeguarding and Protection of children;</b> <ul style="list-style-type: none"><li>• Motivation to work with and around children, keeping them safe</li><li>• Ability to form and maintain appropriate relationships and boundaries with children</li><li>• Emotional resilience and self regulation when dealing with challenging behaviour</li><li>• Satisfactory enhanced DBS disclosure, with children's barred list check</li></ul>	Essential	A/I/R
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Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate children's barred list check. A person who is included in the children's or adults barred list commits an offence if they engage in regulated activity from which they are barred.

We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.