#

# Z:\Human Resources\Branding Logo\Bootham School sidestacked logo.JPG

# JOB DESCRIPTION

**Job Title:** School driver – Minibus

**Reports to:** The Bursar

**Line Manager of:** None

**Key Contacts and Relationships:** Bootham school children; parents; the Bursar

**Overall Purpose:** To provide a safe, reliable and welcoming pick-up service for Bootham school children at the start of the school day

**Key Accountabilities:**

To ensure all children are escorted and delivered safely to and from the designated bus stop to school on time in line with all Health & Safety and Safeguarding policies and procedures

To drive the school vehicle with utmost care and attention at all times in line with the requirements of the Highway Code

To ensure all children are secured safely and seated in line with the law before the vehicle moves

To be friendly, welcoming, courteous and cheerful with the children who are passengers, and with their parents and with school staff, in order to represent the ethos of Bootham School

To receive messages from parents where changes may be made to daily attendance (e.g. illness absence)

To understand your responsibility for safeguarding the well-being of the children who are passengers on the service

To be thoroughly reliable and punctual at all times and to use initiative and communicate clearly with the school if traffic problems prevent punctuality

To ensure a daily safety inspection is made of the vehicle before use

To ensure all children’s belongings are stored safely during journeys, and retrieved by their owner

Any other duties that may reasonably be regarded as being within the nature of the duties and responsibilities of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

**Person Specification**

**Essential:**

Current holder of a valid clean driving licence (D1 entitlement not necessary)

Minimum age of 21 (for insurance purposes)

At least 2 years’ UK driving experience

Able to demonstrate the ability to interact appropriately with young children and able to adjust communication style

Smart appearance, to represent the school

‘Customer service’ skills – pleasant and co-operative at all times

Upholds and enhances the ethos and reputation of the school by behaving appropriately when working and at all other times

**Desirable:**

MIDAS training (this can be given)

First Aid training (this can be given)

Knowledge of the roads and routes in York and the surrounding villages (this can be given)

**Hours of work and pay**

7am – 9.30am Monday to Friday during term times (35 weeks per year)

Rate of pay: £10.87 per hour