

JOB DESCRIPTION

RELIEF MINIBUS DRIVER



Department:	Estates Management
Reports to:	The Bursar through the Estates Manager
Hours of Work:	As and when necessary – 2 shifts Morning - 6.30am – 8.30am Afternoon - 3.40pm – 5.40pm
Rate of Pay:	£12.63 per hour
Function of post:	To provide the school with an efficient and reliable minibus service.

Main Purpose of the Job

- To be available for cover in planned and unplanned absence, sometimes at short notice
- Collecting and dropping off pupils safely on school runs
- Responsible for promoting and safeguarding the welfare of children and young people within the school.

General Duties of Post:

- Start of School Day – Collect the mini-bus from the School grounds at an appropriate time in order to collect children from designated areas so that they arrive at school in time for 8.25 am.
- End of School Day – Leave the School at around 4.00 pm and deliver children to the designated areas. Return the mini-bus to the School grounds.
- Ensure that the children take the necessary safety precautions before and during the journey, i.e. wear safety belts and behave in an appropriate manner.
- Keep a register of pupils who travel on the mini-bus and liaise with Marketing Officer re-route to be taken and current students on register.
- Record and manage absence – A school mobile phone will be provided and the telephone number given to the children on the mini-bus so that they can contact you to report their absence.
- To drive the mini-bus by arrangement, according to the needs of the School, e.g. ferry Boarding students to and from the airport at the start and end of each term.

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Generic Responsibilities for All Farringtons Staff

- To actively promote the aims and ethos of Farringtons
- To work within the Farringtons framework with regard to Health and Safety
- To be committed to child safety and undergo child protection screening (DBS check) and training
- To follow the ethos of re-cycling in line with school policy
- To promote equal opportunities at Farringtons
- To support Farringtons commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably be requested by the Headmistress or members of SLT.

Safeguarding

- To promote and maintain the standards of the school's commitment to safeguarding children
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Although there is no direct responsibility for children, this role will involve daily contact with pupils.
- All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure and Barring Service.

Prevent Duty

- To promote and maintain the standards of the school's commitment to ensure all staff understand the risks of radicalisation within our School and how this risk may change from time to time.
- To ensure that staff are aware of the Prevent Strategy and are able to protect children and young people who are vulnerable or may be at risk of being radicalised.
- The School is committed to placing a strong emphasis on the common values that all communities share such as self-respect, understanding, tolerance and the sanctity of life. Pupils are taught to respect and value diversity as well as understanding how to make safe, well-considered decisions.

Health and Safety

- All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Data Protection

- All employees should familiarise themselves with and follow the Data Protection guidelines and practices.