

**JOB DESCRIPTION**      January 2015

<b>SCHOOL: Grainthorpe Junior School</b>		<b>Is this description a generic JD?</b> <b>No</b>
<b>GRADE: G3/6 – G3/9</b>		<b>JE Reference No: 02-0431</b> <b>Enhanced DBS Required? Yes</b>
<b>JOB TITLE: Mini Bus Driver</b>		
<b>REPORTS TO: Executive Headteacher (or other designated member of staff)</b>		
<b>1.</b>	<b>PURPOSE OF JOB:</b> To provide a mini bus service for students and to be responsible for the students when escorting children to transport.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b>	
	i.	To provide a safe, effective and efficient mini bus service, transporting students to and from home or where directed by the Executive Headteacher.
	ii.	Escort duties between premises and the mini bus to ensure that all pupils get safely on and off the mini bus
	iii.	Carry out the appropriate checks when using the mini bus in accordance with agreed guidelines and legal requirements.
	iv.	Use the mini bus fuel card in accordance with guidelines
<b>3.</b>	<b>MANAGEMENT OF PEOPLE</b>  None  <b>SUPERVISION OF PEOPLE</b>  None	
<b>4.</b>	<b>CREATIVITY AND INNOVATION</b>  Work carried out within procedures, presenting little opportunity for creativity only within the clearly defined role, e.g. query from a pupil. Queries of a complex nature may be referred to a line manager.	
<b>5.</b>	<b>CONTACTS AND RELATIONSHIPS</b>  Routine contact with staff and pupils within the school. The postholder may also have some contact with members of the public, parents or carers.	
<b>6.</b>	<b>DECISIONS</b>	

	<p>a) <b>Discretion</b></p> <p>Working within clearly defined instructions / procedures and to keep pupils safe.</p>
	<p>b) <b>Consequences</b></p> <p>Issues would be quickly identified and quickly remedied.</p>
<b>7.</b>	<p><b>RESOURCES</b></p> <p>Mini bus Cleaning and first aid equipment in the mini bus</p>
<b>8.</b>	<p><b>WORK ENVIRONMENT</b></p>
	<p>a) <b>Work Demands</b></p> <p>May be required to work flexible hours and schedules within the needs of the service.</p>
	<p>b) <b>Physical Demands</b></p> <p>Possibly assisting children with bags, coats etc</p>
	<p>c) <b>Working Conditions</b></p> <p>Subject to a moderate amount of noise that is generally expected when working with a number of children. Driving short and long distances as required. Some lone working may be necessary. Working away from the school premises. May need to carry out first aid on a student whilst away from the school site.</p>
	<p>d) <b>Work Context</b></p> <p>Risk associated with driving The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.</p>
<b>9.</b>	<p><b>KNOWLEDGE AND SKILLS</b></p> <ul style="list-style-type: none"> <li>• Hold a full clean driving licence.</li> <li>• Full understanding of the highway code</li> <li>• Experience of driving a passenger vehicle / mini bus</li> <li>• Mini bus training would be desirable</li> <li>• First Aid training would be desirable</li> </ul>
<b>10. GENERAL</b>	
<p><b>Job Evaluation</b> - This job description has been compiled to allow the job to be evaluated using the GLPC Job Evaluation scheme as adopted by the County Council</p> <p><b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>	

**Equal Opportunities** - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

**Health and Safety** - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and you will need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: [Manager]	.....	.....	.....
Job Description agreed by: [Postholder]	.....	.....	.....

Note: Qualifications and Experience headings are included in the Person Specification; see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.

Guidance on the completion of this JD can also be found on George or available from your Schools HR Adviser.

V9Sch