**JOB DESCRIPTION**

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| **Job Title:** | School Minibus Driver - Station shuttles  | **Department:** | Transport |
| **Hours of Work:** | 07:30 – 09:15 and 15:45 – 19:15 Monday to Thursday, 07:30 – 09:15 and 15:45 – 16:45 Friday, term time only |
| **Responsible To:** | Transport Manager | **Responsible For:** | N/A |

**Summary of Role:**

To be employed for driving School vehicles primarily in support of the School’s transport service. The driver will be responsible for transporting students to and from Woldingham Station to School.

**Specific Responsibilities:**

1. To undertake local transportation requirements as required by the School, ensuring that students arrive at School on time and depart on time each day;
2. To comply with all statutory and School regulations regarding the driving of School vehicles;
3. To liaise with the Transport Manager on a regular basis, to manage issues as they arise and ensure an excellent service;
4. To behave in an appropriate manner so as to present a good image of the School to girls, parents and members of the public.
5. To clean and refuel allocated vehicle/s on a regular basis; and
6. To undertake any related tasks that may reasonably be requested by the Transport Manager, working as a team member and being prepared to support colleagues during busy periods. A willingness to work additional hours at other times would be beneficial.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Possess a clean, full, valid British driving licence with category D1 (minibuses).
* Possess previous driving/minibus driving experience.
* Possess excellent communication skills both written and verbal
* Basic ICT skills.
* Capable of working alone and as part of a team.
 | * Own transport to/from school.
* First aid trained.
* Available to work additional hours according to the School’s needs.
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| **Personal Behaviours** |  |
| * Reliable.
* Punctual.
* Enthusiastic.
* Good communication and interpersonal skills (to liaise with pupils, parents, staff and members of the public as necessary).
* Initiative to think and plan ahead.
* Flexible.
* Polite.
* With integrity.
* Willing to undertake training as required.
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| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community.
* Committed to the Sacred Heart Values.
* Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people.
* A satisfactory Enhanced Disclosure from the DBS.
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**Terms and Benefits**

* **Start Date:** As soon as possible
* **Working hours**.  07:30 – 09:15 and 15:45 – 19:15 Monday to Thursday, 07:30 – 09:15 and 15:45 – 16:45 Friday, term time only
* **Salary**.  Competitive salary
* **Holiday**.  The holiday entitlement is 5 weeks per year plus public holidays (pro rata).  It is expected that holiday will normally be taken in school holidays.
* **Pension.** You will be auto enrolled into the School’s pension scheme, which includes life assurance.
* **Lunch.** A free meal is available in the dining room each working day when the kitchens are open, when on duty.
* **Parking.** There is free parking on site.
* **Gym and Pool.** There are staff sessions for use of these facilities.
* **Fees.** School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.