



Merridale Primary School

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Headteacher: Mrs Laura Towle
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Our Ref: LT/JH

Date: Monday 5th December 2022

VACANCY – SCHOOL MINIBUS DRIVER (COVER – ZERO HOURS CONTRACT)

Required for: as soon as possible

Grade 2 Point 1-3

£10.98-£11.39 per hour

0 hours contracted per week - Term Time Only

We have a vacancy for an enthusiastic, hard-working and flexible minibus driver to provide cover as needed to join the team at Merridale Primary School. *This role will (mainly) involve driving our school minibus on a Thursday morning 9.30am – 11.30am driving our children to their weekly swimming lessons at The Royal School.*

To apply, please contact the school office for an application form no later than Monday 12th December. If enough applications are received, this advert may close earlier.

The role will involve the transporting students on educational visits and trips as well as to and from school and other sites.

The successful candidate will enjoy working with young people and must have a full clean driving licence which holds a category D1 or equivalent.

The safety and safeguarding of students is paramount to this role.

You will be required to carry out safety checks on the minibus prior to collection and to drive in a safe manner at all times, to carry out basic administration as well as cleaning the minibus when required.

A good level of English is required

Merridale Primary School is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment and the successful candidate will need an enhanced Disclosure and Barring Service (DBS) check, evidence of right to work in the UK and two satisfactory references.

Please see the job description and person specification below.

Yours sincerely

Mrs L Towle
Headteacher

Merridale Primary School

Person Specification

Job Title: Mini Bus Driver

Qualifications and Training

1. A Clean Driving Licence which holds a category D1 or equivalent.
2. Willingness to undertake a mini bus assessment
3. Willingness to undertake relevant training

Skills & Abilities

1. Experienced driver
2. Ability to work as a team
3. Good planning and organisational skills
4. Awareness of child protection, safeguarding and issues
5. Good verbal and written communication skills

Personal Qualities

1. Proven excellent interpersonal skills
2. Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs
3. Professionally discreet and able to respect confidentiality
4. Flexible approach to tasks
5. Firm, sensitive and effective approach towards managing pupil behaviour
6. Confident and able to use own initiative.
7. Patient and resilient

JOB DESCRIPTION

POST DESIGNATION	:	School Minibus Driver
DEPARTMENT	:	EDUCATION
RESPONSIBLE TO	:	HEADTEACHER, SITE MANAGER AND GOVERNORS
SALARY	:	Grade 2 Point 1-3 £10.98-£11.39 per hour 0 hours contracted per week - Term Time Only

JOB PURPOSE AND ROLE:

The school's minibus driver is responsible for transporting students on educational visits and between school and other sites.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Safely transport students between school sites and other venues.
2. To keep up-to-date with all aspects of training and information
3. To ensure the minibus is maintained in a safe and roadworthy condition in negotiation with appropriate members of the Senior Leadership Team
4. Any other duties as directed by the Head Teacher as deemed to be within the nature of the post.