



## JOB DESCRIPTION

### School Minibus Drivers and Relief School Minibus Drivers

**Reporting to:** The Facilities Manager

#### **Purpose**

To provide a responsible and safe transport service for pupils and staff.

#### **Duties**

- To provide safe transport for pupils and staff to and from locations ensuring that all Road Traffic Act legislation is adhered to
- To maintain good customer relations with parents and staff and contribute to a positive and helpful atmosphere on the minibus at all times
- To carry out routine minibus vehicle checks
- As a staff member and representative of Cokethorpe School, to conduct all duties in a responsible manner.

#### **General**

- Be committed to safeguarding and promoting the welfare of children and adhere to and ensure compliance with the School's Child Protection Policy
- Promote fundamental British Values
- Comply with the requirements of the Health and Safety at Work Regulations. Taking reasonable care for the Health and Safety of themselves and for others affected by their works and to cooperate with the employer in ensuring that Health and Safety responsibilities are carried out
- Duty of confidentiality towards the School. To acknowledge that in the course of employment you will have access to confidential information. You agree that you shall not divulge or communicate to any person, corporation, company or other organisation; use for your own purposes other than those of the School; or otherwise disclose or make use of any confidential information relating to our belonging to the School.

No job description can fully cover all aspects of this varied and busy role. The list of duties above is not

exhaustive and the job holder may be required to undertake duties which are broadly in line with these responsibilities.

#### **Person Specification**

##### **Essential**

- Full clean Driving License
- Over 25 years of age (for insurance purposes)
- D1 Driving License entitlement
- Reliability
- Willing to undertake and pass a minibus driving assessment before employment begins
- Tolerance, patience and a calm character
- Well-presented appearance.

##### **Desirable**

- Experience of working in a similar role
- Midas Training
- Flexibility to assist in other areas.

#### **Appointment of Staff**

##### **To apply**

For an informal discussion regarding the positions available please call Mr Keith Bowsler, Facilities Manager on 01993 892344 (kb@cokethorpe.org.uk).

Applications must be submitted on the official application form and sent to the HR Department, Cokethorpe School, Witney, Oxon OX29 7PU or by email to [recruitment@cokethorpe.org](mailto:recruitment@cokethorpe.org).

Application forms can be sent to applicants by post on request or can be downloaded from the School website, [www.cokethorpe.org.uk](http://www.cokethorpe.org.uk). Please email [recruitment@cokethorpe.org](mailto:recruitment@cokethorpe.org) with your name and address and the position you are interested in or call our Recruitment Office, on 01993 892359.

## Terms of Appointment

Shortlisted candidates will be interviewed and written documentation recorded. Any gaps in employment history will be fully investigated. Safe recruitment procedures are followed and members of the Senior Management Team are accredited by the Oxfordshire Safeguarding Children Board/NSPCC for recruitment. Child protection awareness is an integral part of the induction programme for new members of staff.

Following acceptance of an offer of appointment, a formal contract of employment will be drawn up. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

**Appointment Date:** for immediate start.

**Hours:** 20-26 hours per week, Term Time only.

**Salary:** £12 per hour.

## Recruitment Checks

The School is committed to safeguarding and promoting the welfare of children. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our

policy on the employment of ex-offenders is available on the vacancies section of the School's website.

All employees are expected to undergo child protection screening and appointments are subject to a satisfactory enhanced Disclosure and Barring Service check and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and an overseas police check if the applicant has worked abroad within five years from the date of appointment.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have so that adjustments can be made if required.

