



## JOB DESCRIPTION – 2022

**Job Title:** Minibus Driver

**Reports to:** Bursar

**Hours per week:** Variable

### **Key Working Relationships**

All staff and students who use vehicles for trips and fixtures.

### **Job Summary**

To drive Leighton Park School vehicles in a responsible and competent manner. This post requires considerable flexibility including evening and weekend working.

### **Duties and Responsibilities**

- Driving a Leighton Park School minibus as required during the week and at weekends for fixtures or trips.
- Responsible for the health and safety, comfort and welfare of students and staff.
- Carrying out daily and weekly vehicle checks, and to carry out basic maintenance.
- Reporting any vehicle defects, faults, incidents and accidents.
- Ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuelling vehicles as required.
- Covering for absent colleagues.
- Maintaining company image; working attire should be worn at all times and kept in a clean and tidy condition.
- Working within health and safety guidelines and other guidelines that may be issued from time-to-time.
- Working within the constraints and guidelines as set out in the Minibus Drivers' Operating Instructions.
- Undertaking any associated duties as required by the manager.

### **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

### **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

**Safeguarding and Child Protection**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

**Information Security, Confidentiality and Data Protection**

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

**Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

**Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.