



JOB DESCRIPTION

Job Title:	Minibus Driver
Hours:	Part Time, Term time only, each Friday (approx. 10 per term) from 1pm-4pm.
Salary:	£15 per hour
Responsible to:	Bursar
Overview:	The School uses two 17-seater minibuses each Friday afternoon to transport girls aged 6-11 years between Stormont School and Queenswood School each Friday afternoon to attend swimming lessons. This involves a series of 3-4 shuttle runs between the schools. Responsible for providing an efficient and safe transport service, the role is suited to a proficient, local candidate who is looking for part time work to supplement an existing income or to add a new dimension to their week. There may be opportunities for additional work subject to the needs of the school. Applicants must hold a clean driving license, with D1 category and be fully supportive of the aims and ethos of an independent girls' day school.

Role will include but not be limited to the following duties:

Key Responsibilities

- Collect keys and ensure a minibus initial check is carried out before use.
- Complete the mileage log and ensure the minibus is returned clean and keys are handed back after use.
- To drive the school minibus in support of swimming and other school activities as required.
- Assist the minibus chaperone with the safety and supervision of pupils, including their good behaviour, on all journeys and to report any issues or concerns to the school.
- Undertake general duties as requested i.e. loading, lifting, and moving.
- Regular communication with the Bursar over any changes to the timetable.
- Check that all pupils have their seat belts properly fastened before the vehicle moves off and ensure they wear them for the duration of the journey, and that the full complement of the vehicle is not exceeded at any time.
- Decide whether it is safe to operate or not, in view of the prevailing weather and road conditions; Report any vehicle defects through the correct channels.
- Fasten all doors properly when a child enters or leaves the vehicle, and ensure all pupils remain properly seated whilst the vehicle is in motion, checking any misbehaviour, which might lead to an accident, and reporting it to the Bursar.

Stormont School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

- Ensure the minibus is tidy before and after use, removing any rubbish left behind.
- Drive in a safe and considerate manner by complying with all laws or Health and Safety of staff and pupils (and other passengers)
- Declare to the school any driving sanctions or convictions that may affect the driving or insurance or operation of the school minibuses gained after the checks are made for initial employment.
- Undergo an annual check of driving licenses.
- Undertake an annual self-declaration of medical fitness.
- Establish and maintain effective working relationships with colleagues, both teaching and support, in accordance with the Staff Code of Conduct

Person Specification

Qualifications and Experience

- Full driving licence with no convictions or penalty points in the last 3 years.
- Category D1 licence.
- A minimum of five years driving experience, including driving minibuses and/or large vans.
- Customer service experience or experience of working in a school environment.
- First Aid qualification would be a benefit but is not essential for the role.

Competencies and Skills

- Knowledge of the local area and roads.
- Accurately adhere to deadlines/timetables.
- A sound knowledge of driving laws, regulations and safety procedures.

Attributes

- Empathy with children and young people.
- The ability to communicate effectively in an age appropriate way.
- Flexibility in approach to people and working arrangements.
- Ability to work independently and as part of a team.
- Patience and good humour.
- Polite and helpful.
- Fully supportive of the aims & ethos of an independent girls' day school.

Safeguarding, Discipline, Health & Safety

- Be aware of the safeguarding requirements in place in the School and abide by them at all times.
- Be aware of the School's Aims & Ethos and ensure that actions taken are not in conflict with them.
- Assist with the promotion of good order and discipline among the pupils.
- Be responsible for taking reasonable care of personal safety and that of pupils, parents, colleagues, visitors, volunteers and contractors.
- Co-operate with the Head, Bursar and members of the SLT in order to enable the Governors to comply with safeguarding and health and safety duties, reporting any risks or defect to the Bursar.

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The School

Stormont School is a highly successful, independent girls' preparatory day school in Potters Bar, Hertfordshire for girls aged 4 to 11 years. Girls are prepared for many of the best senior day and boarding schools in Hertfordshire and London reflecting the high quality of teaching and learning and the opportunities the girls have to flourish. The School has approximately 150 girls and 50 staff.

Working closely with the Head of Extended Care and the Extended Care Team, the Extended Care Assistant will assist with pupil supervision, care and support to girls staying after school who will be engaged in homework or waiting for late club activities to start.

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