

## School Minibus Driver Job Description

### About St Gabriel's:

St Gabriel's Independent Day School is a forward-thinking school with traditional values for boys 6 months - 11 years and girls 6 months - 18 years.

Sandleford Priory dates back to the early Middle Ages and is set in a beautiful Grade 1 listed building within Capability Brown parkland, which provides a gracious setting in which to work. St Gabriel's pupils thrive through strong, effective pastoral support; our broad curriculum and range of activities afford each pupil the opportunity to enjoy success according to their particular talents. St Gabriel's is no ordinary school; parents are always impressed by the sense of purpose and enthusiasm of the talented, committed staff and the confidence of the extremely happy pupils.



**Role purpose:** A St Gabriel's Bus Driver is responsible to the Travel Co-ordinator for the safety and transportation of St Gabriel's pupils. He/she contributes to the maintenance and development of the Transport team profile in both the school and in the wider community.

**Reporting to:** Transport Co-ordinator

**Hours of work:** 07:00-09:00 and 15:45 to 17:45 Monday to Friday during term time (20 hours per week)

### Responsibilities:

- 1) Complete safety checks on the vehicles and maintain them in a clean and highly presentable condition, reporting any defects or concerns to the Travel Co-ordinator.
- 2) Comply with all national and local legislation.
- 3) Safely collect and deliver pupils on specified routes in accordance with the instructions of the Travel Co-ordinator.
- 4) Plan routes and times to ensure safe and timely transport of pupils.
- 5) Check and register passengers reporting discrepancies immediately to the Travel Co-ordinator.
- 6) Monitor, and if necessary control, the behaviour of the passengers in a discrete and sensitive manner to ensure their best safety, notifying the Travel Co-ordinator of any incidents or concerns.
- 7) Undertake driving duties in additional to the morning and afternoon runs on a roster basis with the other drivers (for additional hourly pay) subject to availability.
- 8) Participate in the Staff First Aid Rota; render First Aid as and when necessary and follow the School procedure for recording incidents requiring First Aid. The School will facilitate a qualification in First Aid if required.
- 9) Implement the provisions of the school's Child Protection policy.
- 10) Attend Open Days, outings and events as required.
- 11) Ensure that you are prompt, ready to commence your shift before your start time. Maintain good timekeeping throughout.

# St Gabriel's

Your Route to Success

- 12) Display a positive and professional attitude providing a sound example in dress and behaviour to the pupils and to other staff, ensuring personal appearance is of the highest standard at all times in line with School policy.
- 13) Improve personal performance by attending training sessions as required.
- 14) Undertake any other professional duties which fall within his/her capabilities and which may be reasonably requested or required by the Travel Co-ordinator or the Assistant Bursar.

## Person specification:

- Full and clean driving licence
- D1 entitlement to drive a minibus
- Patient and calm manner
- Able to work in a team
- Good communication skills with both adults and children
- Reliable and trustworthy

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare or children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Principal.



## Salary & benefits:

- Actual salary £6,774 per annum (£16,934 full time equivalent)
- Generous contributory pension scheme
- Group Life Assurance
- Free parking
- Staff uniform
- Full training given

## To apply:

Please apply by completing a St Gabriel's Confidential Application Form available on the school website [www.stgabriels.co.uk](http://www.stgabriels.co.uk) or from Angela Morris, Human Resources 01635 555680. Completed forms should be returned by email to [hr@stgabriels.co.uk](mailto:hr@stgabriels.co.uk) or by post to Angela Morris, St Gabriel's, Sandford Priory, Newbury, Berkshire RG20 9BD.