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| <b>Date:</b>                           | September 2018   |
| <b>Location:</b>                       | St Julian's School   |
| <b>Post Title</b>                      | <b>School Minibus Driver / Caretaker</b>                                     |
| <b>Grade</b>                           | 3  |
| <b>Hours per week / Weeks per year</b> | 30 hours per week /40 includes 5 days during summer holidays and INSET days) |
| <b>Responsible To</b>                  | Facilities and Operations Manager  |
| <b>Responsible For</b>                 | Transport students to and from the designated journey as and when required.  |

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| <b>Job Purpose</b>  |
| <p>To transport students to and from the designated journey as and when required.</p> <p>To have responsibility for ensuring the safety of students, staff, road users, pedestrians and the general public and adhere to current legislation, industry best practice and the policies and procedures of Newport City Council.</p> <p>The post-holders will also be members of their School's Site Team and will be required to assist in undertaking general site maintenance duties at their allocated school and act as a key-holder for the school.</p> <p>The need to be flexible in covering the needs of the school is essential.</p>   |
| <b>Key Results Areas</b>  |
| <ul style="list-style-type: none"> <li>● To work as a member Support Services team ensuring that an efficient, effective and professional service is provided at St Julian's School.</li> <li>● All members of Support Services are accountable and responsible for their particular specialist area. However, there is an expectation that all members will be able to cover for each other in times of absence</li> <li>● To establish and maintain good working relationships with colleagues to ensure expectations are managed and customer queries are responded to appropriately</li> <li>● Promote consistency of behaviour management across the school</li> <li>● Driving and operating vehicles in service as instructed.</li> <li>● To be a member of the school's Site Team and to assist them in undertaking general site maintenance duties (during periods of employment where there is no requirement to drive the minibus).</li> <li>● To take responsible care of own and others safety; to cooperate with the Headteachers, Senior staff of all schools in complying with statutory health and safety duties; to report incidents, accidents, faults etc.</li> <li>● Adhere to all school policies including Health and Safety. Drive the minibus in accordance with the Rules and Regulations of the Highway Code, Newport's Code of Practice for minibus drivers.</li> <li>● Check seatbelts are fastened, bags and equipment are secured before commencing each journey. Ensure pupils remain seated throughout the journey, ensuring that safety is maintained at all times.</li> <li>● Ensure the school minibus is filled with diesel, checking oil/water before journeys.</li> <li>● To be a keyholder for the school and be available to open and close the building in case of absence of the school caretaker and site manager, with responsibility for ensuring general security at all times.</li> </ul> <p><b>General Duties</b></p> <ul style="list-style-type: none"> <li>● available to receive, check, store and distribute all goods and supplies.</li> <li>● mop up any leaks and spillages and pick up litter within the building.</li> </ul> |

- replenish soap, toilet paper and hand towels in all toilets as necessary.
- ensure all internal and external graffiti is removed.
- ensure that all refuse is disposed of promptly and is stored away from the main building for fire safety reasons.
- setting out halls for exams, assemblies, parent evenings etc.
- undertake regular checks of the condition of the building and grounds and implement actions to remedy any problems identified.
- report any defects of building, furniture, fittings, equipment as required to the school's Finance and Resources Manager or Site Manager
- to assist the Site Team in undertaking maintenance duties (which will be tailored to meet the specific skills set of the postholder).
- carry out any other reasonable duty instructed by the school's Business Manager or Site Manager in support of the function of the school.

**Grounds Maintenance Duties**

- sweep and pick up litter and be responsible for removal of all debris from paths, play areas, grassed areas, flower beds around the school, including all entrances to school.
- keep all hard surfaces free of moss and weeds.
- clear gullies, drains, gratings on top of drains.
- salt and keep paths and entrances free of snow and ice to ensure safety of children, parents, staff and visitors.
- report any defects to the school's Finance and Resources Manager or Site Manager.
- make safe any hazards when possible and make sure the area is cordoned off.
- To be a keyholder for the school and be available to open and close the building in case of absence of the school caretaker and site manager, with responsibility for ensuring general security at all times.

**Qualifications and Experience**

- Hold a current, full, UK driving licence with a minimum of D1 entitlement and willing to undertake driver training for PCV license.
- To demonstrate experience of driving minibuses.
- Excellent driving skills essential.
- Must be able to work under pressure
- Must be responsible and reliable.
- Must be able to drive skilfully
- Able to recognise and deal with emergency situations.
- Able to establish a rapport with school staff and students.
- Ability and confidence to liaise and communicate with colleagues, general public, professional officers and external organisations
- An up-to-date and good working knowledge of safeguarding procedures and protocols

**General**

- To carry out duties placed on employees by the Health and Safety at Work Act 1974
- To be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To observe the schools policy and procedures in respect of equal opportunity, anti-discriminatory and anti oppressive practices
- To observe confidentiality in all aspects of work
- To have a 'can do' attitude and to demonstrate a willingness to undertake training and development opportunities to improve skills
- To react positively and flexibly to change
- To be committed to team working
- To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation.
- May be required to work flexibly and vary working hours, to suit the requirements of the business

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| <b>Supervisory Responsibilities</b>  |
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| <b>Supervision Received</b>  |
| Facilities and Operations Manager / Business Manager   |
| <b>Principal Contacts</b>  |
| Head Teacher / Deputy HeadTeacher/ Classroom Teachers / Other Support Staff / Pupils / Contractors   |
| <p><b>Special Conditions</b></p> <p>Post holder will be expected to undertake regular vehicle inspection checks and assist passengers where required, which could lead to some limited exposure to inclement weather conditions. This may also occur when required to undertake grounds maintenance duties as part of the site team role.</p> <p><b>This post will require the successful applicant to undertake and pass an Enhanced Disclosure and Barring Service check.</b></p> <p><b>Working Hours</b></p> <p>Fixed hours 08:15am – 3:45pm during term time only (Monday to Friday). The post-holder may be required to work outside normal set hours from time to time.</p> <p>The duties of the job will require the post holder to travel within the city boundary. However, in some instances, the post-holder may be asked to travel outside of the city boundary to transport students involved in trips/activities</p> <p><b>Disclosure and Barring Service Disclosures</b></p> <p>This post will result in you having contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will be subject to a Disclosure and Barring Services Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.</p> <p>This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.</p> |

| Requirements   | Selection Method       |       |                                     |
|--|------------------------|-------|-------------------------------------|
|  | Essential or Desirable | Score | How tested (S) used at Shortlisting |
| <b>Education/Qualifications/Knowledge</b>  |                        |       |                                     |
| Must hold D1 category on licence   | E                      |       | A (S)                               |
| First Aid qualification/training   | E                      |       | A (S)                               |
| A commitment to the safety and welfare of young people and a knowledge and understanding of the responsibilities that adults working with them have. | E                      |       | A (S)                               |
| Willing to undertake further training  | D                      |       | A (S)                               |
| <b>Experience</b>  |                        |       |                                     |
| Must have a valid clean drivers licence  | E                      |       | A (S) / I                           |
| An up-to-date and good working knowledge of safeguarding procedures and protocols  | E                      |       | A (S) / I                           |
| Previous experience of working with children   | D                      |       | A (S) / I                           |
| Ability to carry out general cleaning duties   | E                      |       | A (S) / I                           |
| Able to work as a good team player and contributing to the life of the school  | D                      |       | A (S) / I                           |
| Gardening skills/or interest in gardening  | E                      |       | A (S) / I                           |
| <b>Aptitudes and Skills</b>  |                        |       |                                     |
| Ability to communicate effectively with school staff and pupils  |                        |       |                                     |
| Understands and able to apply Health and Safety procedures relevant to the job.  |                        |       |                                     |
| Excellent driving skills   |                        |       |                                     |
| Understands how to encourage and influence people to get the best out of them  | E                      |       | Interview                           |
| Ability to travel in a timely manner to meet the requirements of the post  | E                      |       | Interview                           |
| <b>Personal Attributes</b>   |                        |       |                                     |
| Ability to deal calmly with different situations as they arise   | E                      |       | A/I                                 |
| Develop good relationships with pupils and staff   | E                      |       | A/I                                 |
| Ability to be flexible to change (e.g. unforeseen circumstances )  | E                      |       | A/I                                 |
| <b>Circumstances</b>   |                        |       |                                     |
| None   |                        |       |                                     |

| Equal Opportunities   |   |  |           |
|---|---|--|-----------|
| Understand and demonstrate a willingness to promote positively the Equal Opportunities policy of Newport City Council | E |  | Interview |
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