

Job Title	Mini-bus driver
Date	August 2025
Department	Facilities
Reports to	Facilities Manager

Purpose of the Role

To collect children from school and take them home or to the designated drop-off points in the school minibus. Provide an additional driving service to support ad-hoc trips in school throughout the junior, senior school and boarding.

Departmental Information

The Facilities Department consists of a team of domestic assistants and works closely with the maintenance team.

Main Roles and Responsibilities

- Collect pupils before the start of the school day from specified locations along the given route, arriving at school by 8.30am.
- Deliver pupils at the end of the school day to the specified locations along the given route.
- Responsible for the safety, comfort and welfare of the children at all times.
- Take on ad-hoc driving on a request basis to include weekday school trips and weekend boarding tips.
- Prior to all journeys, carry out safety checks of the vehicle. Refuel the vehicle as required.
- Maintain accurate records of vehicle usage.
- Maintain accurate records of the children using the service each day promptly flagging any missing children as required.
- In the event that delays to the timetable are expected, to safely contact parents using the school's mobile phone provided for this purpose.
- Report any vehicle defects, faults, incidents and accidents promptly.
- Be responsible for the cleanliness of vehicles, and ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Collect and deliver parcels and other goods within the local area.
- Attend and complete training as required.

- Adhere to the school's safeguarding and child protection policies and procedures at all times.
- To attend some termly meetings as directed by the Line Manager
- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- When required, cover for absent colleagues.
- Maintain and help to promote a good company image, working attire should be worn at all times and kept in a clean and tidy condition.
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time
- Work within the constraints and guidelines as set out in the Minibus Policy

Person Specification
<p>Clean driving licence (essential)</p> <p>Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 01/01/1997).</p> <p>Be 25+ (for insurance purposes).</p> <p>Qualified first aider. (desirable)</p>
Experience, Knowledge and Skills
Essential
<p>Experience in working with others in a team</p> <p>Capability to maintain accurate vehicle and user records. Competent to undertake daily and weekly vehicle checks.</p> <p>Pleasant, approachable personality.</p> <p>An ability to communicate with a range of people</p> <p>Patient manner.</p> <p>Ability to work on own initiative and as part of a team.</p> <p>Reliable and trustworthy.</p> <p>Honest, sense of responsibility and confidentiality.</p> <p>Flexible approach to working arrangements. Sensitivity to user needs</p> <p>Willing to undertake training as appropriate</p> <p>Ability to communicate with and relate to children and sensitive to their needs</p> <p>Honest, punctual and reliable – has a strong work ethic</p> <p>Flexible – with hours and happy to turn their hand to a wide range of duties</p> <p>Willing to undertake the necessary training to carry out the role and enhance the services delivered by the school</p>
Desirable
<p>Experience of driving a large vehicle, preferably an LGV/PSV</p> <p>First Aid at work qualification</p>

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. All staff are required to understand and adhere to the Schools Health and Safety policies.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.