KING EDWARD VI GRAMMAR SCHOOL
ESTABLISHED 1551

JOB DESCRIPTION	
JOB TITLE: MINIBUS DRIVER (PART TIME)	
Salary: Grade 2 **NJC RANGE:** Points 3-4 (Pay Point 3)	**HOURS/WEEKS:** 10 hours per week: 3.30pm- 5.30pm/ 38 Weeks Per Year
REPORTS TO: Operations & Business Manager	

1.	**PURPOSE OF JOB** To drive the school minibus after school from 3.30pm to 5.30pm (round trip) to students between Louth and Grimsby, providing safe and reliable transport to Sixth Form students. The candidate will be required to hold a clean licence with D1 entitlement and be over 21 years of age to meet insurance requirements.
2.	**MAIN RESPONSIBILITIES, TASKS & DUTIES** • Collect and operate the designated minibus each evening from the school site and return to school site upon completion. • Drop off pupils at predefined stops, transporting them between school and home. • Drive according to published route and timetable, adjusting only when authorised • Ensure pupils follow regulations, including remaining seated and wearing seat belts at all times. • Liaise with school staff to report absences, route changes, or timetable adjustments • Support ad-hoc or school-trip driving if needed
3	**MANAGEMENT OF PEOPLE** Not applicable.
4	**CONTACTS AND RELATIONSHIPS** Routine contact with staff and pupils within the school.
5	**CREATIVITY AND INNOVATION** Some innovation may be necessary, when adjusting route due to traffic conditions and/or road closures etc.
6	**DECISIONS -** Working within clearly defined instructions, rules and procedures.
a	**Discretion –** Little or no freedom to act outside of defined role and responsibilities.
b	**Consequences –** Issues would be quickly identified and remedied.

7	**RESOURCES** Minibus, cleaning equipment, site equipment for maintenance
8	**WORK ENVIRONMENT**
a	**Work Demands –** The postholder's routine tasks may be varied but this does not impact on the completion of the overall task.
b	**Physical Demands –** Physical effort necessary associated with driving larger vehicle
c	**Working Conditions –** Lone working required.
d	**Work Context –** Minimal risk, post holder will be required to drive minibus with students therefore may be limited exposure to abuse/aggression from students
9	**GENERAL**
Equal Opportunities - The postholder is required to carry out the duties in accordance with School Equal Opportunities policies.	
Health and Safety - The postholder is required to carry out the duties in accordance with the Schools' Health and Safety policies and procedures.	
Confidentiality - Any breach of confidentiality would automatically instigate disciplinary action in accordance with the school's disciplinary policy	
All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.	

Person Specification

Applications will be reviewed against the essential and desirable criteria below:

Experience and Skills	**Essential (E) Desirable (D)**
Full Clean Driving Licence with D1 entitlement	E
The right to work in the UK	E
Experience driving passenger vehicles or minibuses	D
Over 21 years old to meet insurance requirements	E
First Aid Qualification	D
Personal Attributes	**Essential (E) Desirable (D)**
A commitment to uphold high standards of personal and professional conduct	E
Promote equality, diversity and inclusion in all aspects of working practice	E
The desire and ability to make a significant contribution to the wider life of the school	E
Good inter-personal skills	E
A positive and flexible attitude toward change and improvement	E

Honesty, integrity and resilience with a positive, solutions focused mindset	E
Effective organisation and time management	E