

Hitchin Girls' School – Minibus Driver

Job Description

Start: November 2024

Responsible to: Premises Manager

Salary: H1 (£11.59 per hour – pay review pending)

Hours: Part time, term time only. Hours are variable, depending on PE fixtures and other school demands.

Job purpose:

To drive Hitchin Girls School minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times. The primary objective of this role is to drive the minibus and take students to PE fixtures during and after the school day. The role also may include other school related driving duties.

Key Responsibilities and Tasks

- Driving school minibus on designated routes or as directed.
- Responsible for the safety, comfort and welfare of the students.
- Carry out driver's daily vehicle checks, and to carry out basic maintenance.
- Report any vehicle defects, faults, incidents and accidents to the Premises Manager.
- Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuel vehicles as required.
- Maintain accurate records of vehicle usage.
- Maintain and help to promote a good school image.
- 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 school handbook and the Hertfordshire Guide to Driving Minibuses.
- Plan alternative road routes to and from school when necessary .
- To undertake any other associated duties as required by the Headteacher.

Person specification

Values and Attitudes - Essential

- Clean driving licence.
- Pleasant approachable personality.
- An ability to communicate with a range of people.
- Ability to work on own initiative and as part of a team.
- Reliable and trustworthy.
- Flexible approach to working arrangements.

- Sensitivity to user needs.
- Willing to undertake training as appropriate.

Experience, Skills and Knowledge - Essential

- Hold a current, clean and valid driving licence with category D1 .
- Capability to maintain accurate vehicle and user records.
- Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.

The school undertakes to support applications for CPD to enable the post holder to fulfil their role to their optimum capacity

Hitchin Girls' School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in any aspect of their work.