

MAGDALEN COLLEGE SCHOOL

*We are committed to the protection and safety of our students
and expect all staff to share this commitment.*

JOB DESCRIPTION

Post Title	School Mini Bus Driver
Jobholder	
Reporting to	Business Manager
Hours of work	Casual as required. Will include some early evenings as necessary.
Purpose	To provide safe and reliable minibus driving to support pupils and staff in accessing extra-curricular opportunities
Specific responsibilities of the post	<ol style="list-style-type: none"> 1. To drive a school minibus in accordance with all appropriate road safety and legal requirements. 2. To observe all school policies and protocols in relation to students and staff. 3. To undertake basic safety/maintenance procedures to ensure minibuses are maintained in a legal, roadworthy condition and to report any issues to the relevant department. 4. To complete appropriate documentation required for each vehicle. 5. To guide pupils to ensure they act responsibly whilst travelling and transferring to and from the minibus. 6. To undertake basic pupil supervision duties that may be required in support of staff administering the activity. 7. To liaise with staff on any aspect relating to the role and to take responsibility for appropriate travel planning for any designated journey e.g. selecting appropriate route.
Responsibilities as a member of staff	<ol style="list-style-type: none"> 1. To ensure that the safety and welfare of all students is given priority at all times 2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise 3. To ensure an appropriate individual response to whole school priorities 4. To engage actively in the Performance Management Review Process as required. 5. To implement all school policies 6. To attend all meetings as directed 7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.
Personal Qualities	<p><i>The person appointed</i></p> <ul style="list-style-type: none"> • Will have a clean full D1 eligible driving licence. Licence checks are undertaken twice a year as part of the insurance requirements. • Will have successfully completed a MIDAS driver training qualification or be willing to undergo the relevant training. • Will have a basic knowledge of vehicle maintenance and road safety requirements • Will have good communication skills and be punctual for all commitments • Will have a flexible approach to the role • Will be proactive in terms of furthering their knowledge and skills and be willing to undertake training as required
<p>This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.</p>	

SignedJob holder

.....line manager

Date