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| <b>Job Title:</b>       | Minibus driver  |
| <b>Grade/Pay Scale:</b> | Current Living Wage Rate (£8.75 per hour at present)  |
| <b>Role:</b>            | Permanent, part-time role   |
| <b>Reports to:</b>      | School Business Manager   |
| <b>Hours:</b>           | Hours will be on a varying basis dependent on the need of the school and will be arranged weekly in advance, with a minimum of 10 hours per week. |

**Purpose of job:**

To drive the school minibus, with staff and children from West Newcastle Academy ("WNA") to various off-site locations during the school day.

**Main duties and responsibilities:**

1. To drive the school minibus in a safe manner in accordance with all traffic laws and all WNA policies.
2. To assist teaching staff with helping children on and off the bus, ensuring seatbelts are in place etc.
3. To keep the minibus clean and tidy.
4. To ensure all mileage logs and other paperwork relating to the minibus is kept up-to-date and accurate.
5. To report all accidents and near misses to the School Business Manager ("SBM").
6. To be aware of, and follow the guidance in the WNA Minibus Handbook.
7. To attend training courses, study days and fire lectures as directed by the SBM.

8. To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school.

**Confidentiality:** All staff are required to respect the confidentiality of all matters relating to the school, pupils and staff.

**Safeguarding:** It is a requirement of this role that the post-holder has satisfactory DBS clearance.

### **Person Specification:**

#### **Essential**

- Aged between 25 and 70 (to meet the requirements of our insurers)
- To have a full, clean driving licence
- Willingness to undergo MiDAS driving training (paid for by WNA) if this is not currently held
- DBS clearance to work with children
- A willingness to support and contribute to the ethos of WNA.

#### **Desirable**

- Previous experience of minibus driving
- Current D1 or D category driving licence
- An understanding of safeguarding issues at a school
- A willingness to drive and deliver food to off-site learning activities
- Experience of working with children.