

Job Description- Bus Driver

Post Title	Bus Driver
Salary Grade	N4
Job Evaluation Code	AA955
Reporting To	Headteacher or other designated teacher

Job Purpose (including main duties and responsibilities)

- To improve school attendance through positive attitudes with pupils, parents/carers, pastoral support teams and wider agencies so as to derive maximum benefit from their education.

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Specific Requirements

- Acting as first point of contact between pupils, their family and Newcastle Bridges School
- To report any personal injury to pupils or staff as soon as possible to Headteacher and complete any relevant documents.
- To drive or escort on all types of vehicle used within Prosper Learning Trust to ensure the safety of all passengers.
- To carry out appropriate vehicle checks (for example oil, water, tyres, etc.) and report any defects to the Headteacher.
- To ensure the hygiene and cleanliness of Trust vehicles.
- To report any accident damage to Trust vehicles or equipment and any third party involved immediately to the Headteacher.
- To complete vehicle log sheets and other records as may be required by the Trust, Road Traffic Acts or Insurance Company.
- When not engaged in transporting pupils, to carry out other duties as required by the Academy. The transportation of goods as required by the Trust and duties as required within the school.
- To assist in protecting the safeguarding and wellbeing of those on Trust premises by maintaining a healthy, safe and secure environment, ensuring that procedures and policies as they relate to staff and visitors are followed.

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Child Protection

- The postholder will have responsibility for promoting and safeguarding the welfare of children and young Persons s/he is responsible for, or comes into contact with.

Support for the Trust

- Be aware of and support students with varying needs and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils/students.
- Promote the academy/trust equal opportunities policies in all aspects of employment and service delivery.
- Assist in maintaining a health, safe and secure environment and to act in accordance with the academy's policies and procedures
- Other duties commensurate with the grade of the post as required by the PLT Chief Executive Officer, Headteacher or Deputy Headteacher

General Information

The academy will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you may be changed by the CEO to reflect or anticipate changes in Prosper Learning Trust priorities or the job commensurate with the job grade and title.

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PERSON SPECIFICATION – Bus Driver

Method of Candidate Assessment:

A = Application
I = Interview
R = Reference

Essential	Desirable	Assessment
Skills, knowledge and aptitudes		
No more than 6 endorsement points		A, License Check
Excellent communication and inter-personal skills		I, R
Ability to communicate effectively with all stakeholders		I, R
Ability to maintain confidentiality		I, R
Able to maintain accurate vehicle and user records		I
Competent to undertake daily and weekly vehicle checks		I
Competent to carry out basic maintenance		I
Able to implement the school's Behaviour Policy		I
Willing to undertake training as appropriate		A, I
Qualifications and training		
MIDAS trained (or willing to work towards)	Qualified First Aider	A, I
Experience		
Must hold a full category B driving licence	Mini bus driving experience	A, I, R, License Check
Must have held the appropriate licence for at least 2 years	Experience of managing children behaviour	I, License Check
Personal qualities		
If aged over 70 years, must meet the 'Group 2' medical standards		A, I, R
Ability to work on own initiative and as part of a team		A, I, R
Flexible approach to working arrangements		A, I
Sensitive to user needs		I

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Essential	Desirable	Assessment
Able to demonstrate sensitivity, diplomacy and assertiveness		I, R
Able to maintain confidentiality on all Academy/ Trust matters		I, R
A supportive and co-operative team member with a flexible approach		A, I
A positive attitude and commitment to equality		A, I
Ability to work outside normal trust hours if the need arises		I
Special requirements	Special requirements	Special requirements
Ability to travel to trust academy locations as required		I
Should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the trust.		A, I, R
Commitment to the protection and safeguarding of children and young people.		A, I, R
Have an up to date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting.		A, I, R

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