# RIVERSIDE COMMUNITY SPECIAL SCHOOL

Riverside is a day special school for children experiencing complex needs associated with learning difficulties, including children with Autistic Spectrum Conditions.

The school works with children from Foundation Stage through to the end of Key Stage 2. An integral part of the work undertaken involves working, very much, in partnership with parents, but also with a number of outside agencies to inform, assess and support in the decision-making process relating to the child’s future education and life beyond school.

The key aim of the school is to enable each child to achieve his/her maximum potential while raising their self-confidence, self-esteem and working towards greater levels of independence. There is an emphasis on promoting a positive environment in which children learn to stay safe and healthy, make good choices and become part of their community.

## JOB DESCRIPTION

**Current Post Holder:**

**Job Title:** MPV School Driver

**Hours:** 25 hours per week (5 hours per day), work for 40 weeks per year.

**Qualifications Required:** Full clean driving licence

**Post Accountable to:** Headteacher

**Other major contacts:** Admin Team

**Purpose of the Job:**

To provide driving services for Riverside Community Special School.

**Main Duties:**

* To drive the vehicle entrusted to you, having due regard for the safety of passengers, other road users and pedestrians, and to drive within the law and Highway Code.
* To have regard at all times for the safety of passengers, ensuring seat belts are worn where fitted and other equipment is applied correctly and appropriately.
* To assist passengers in boarding and alighting and to assist an escort, when necessary.
* To be courteous at all times to passengers, other road users and pedestrians.
* To dress and act appropriately and in accordance with the Riverside School staff code of conduct.
* To ensure that the vehicle is adequately fuelled.
* To report any defects as soon as possible so that these may be rectified.
* To maintain written records as required.
* To carry out driving duties as requested.
* To liaise with MIDAS instructor
* To undertake any necessary training, including safeguarding and child protection

**PLEASE NOTE:** The school has a no smoking policy for the building and site.

Each employee has a statutory duty to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work.

There is an expectation that all staff will ensure the welfare of the children by following the procedures in the Child Protection Policy and Keeping Children Safe in Education Policy (2022)

This Job Description may be reviewed at any time as necessary according the to the needs of the whole school. In any case, it will be reviewed annually as part of your job review. It may be amended at any time as an outcome of consultation between the Headteacher and the postholder.

**Signed:**

**Post Holder Headteacher**

**Date:**