

JOB DESCRIPTION

Position Title:	Minibus driver	Date Finalised	January 2025
Contract Type:	Casual or Permanent (to be discussed in interview)		
Grade/Salary	Grade B; £14,242 (FTE £24,027 per annum) – based on 25 hours		
Hours:	Around 25 hours per week Monday till Friday (term time only) – exact hours to be discussed in interview Non-teaching staff are required to take their own holidays during the school holiday periods.		
Teaching/Non-Teaching:	Non-Teaching		
Department:	Operations		
Reports to:	Business Operations Manager		
Job Summary/Purpose			
<p>Calthorpe Park School is a growing secondary school in Fleet with nearly 1600 students. We are looking to appoint a minibus driver to join the operations team. The operations team consists of 6 members of staff. You will be required to transport students to and from school, in the school's minibus, to alternative provision centres and then carry out routine site assistant tasks at school during the day. Candidates must hold a full and clean UK driving licence (D1 is desirable). Having an existing MIDAS certificate would be preferred but training will be given to obtain this.</p>			
Primary Responsibilities			
<p>The primary responsibilities of the Minibus driver are to:</p> <ul style="list-style-type: none"> • transport students to and from school to alternative provision centres. • work alone and be responsible for the students that are being transported. • carry out routine site assistant tasks in school during the day. 			
Are there line management responsibilities?	No		
Other relationships within the school i.e. which parts of the school will this role work closely with?			
Operations team and students			
External relationships i.e. which external stakeholders will this role work closely with?			
N/A			
Critical Skills			
<ul style="list-style-type: none"> • Excellent communication skills • Confident to work alone • Excellent organisational and prioritisation skills • Adaptable and flexible • Responsible for the students that are being transported • Have a good sense of humour 			
What financial responsibility (if any) does this position have?			
N/A			
Experience, Qualifications, Technical Requirements, Education		Required/Preferred	
Full and clean UK driving licence		Required	
GCSE English/Maths Grade C or above, or equivalent		Preferred	
Previous experience as a driver		Preferred	
Previous experience working with students		Preferred	
Computer literate with Microsoft Office skills including Word, Outlook and Excel		Preferred	
<p><i>Calthorpe Park School is committed to safeguarding and all staff have a duty of care towards our young people. We foster a culture of vigilance amongst staff, students and parents and we always listen to children and take their concerns seriously. We will ensure that all our recruitment and selection practices reflect this commitment. Please note that the successful candidate will be subject to an Enhanced Disclosure and Barring Service checks along with other relevant employment checks.</i></p>			