

Cape Cornwall School
Cape Cornwall St, St Just, Cornwall,
TR19 7JX
01736 788501



Dream, Believe, Persevere, Achieve

Cape Cornwall School



Truro and Penwith
Academy Trust

Minibus Driver

- Casual Contract
- Term time only
- To start: ASAP
- TPAT Point 3: £12.21ph

Cape Cornwall School is seeking an enthusiastic and reliable person to join our school minibus driver pool for local journeys to and from school, trips and sports fixtures. Experience desirable but not essential and full training will be given. Applicants must be aged over 25 and possess Class D1 on a clean driving licence.

For an informal discussion about the role, please telephone the school on 01736 788501.

Application packs can be downloaded from our website at www.cape.cornwall.sch.uk

Application forms should be returned to Miss Olga Keith, PA to Leadership Team, at: okeith@cape.tpacademytrust.org

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post, you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.



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**Truro and Penwith
Academy Trust**

Truro and Penwith Academy Trust is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall.

Job Title:	Minibus Driver
Salary Range:	Pay Point 3
Working Hours:	Variable dependent upon the needs of the school
Working Weeks:	Casual
Base:	Cape Cornwall School
Responsible to:	Headteacher
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External	<u>Internal:</u> Headteacher, Leadership Team, school staff, students.

Main Purpose of Job:

To drive the school minibus, with staff and children to various off-site locations during the school day. To provide appropriate supervision and instruction to students during travel to ensure their safety.

Main Duties and Responsibilities:

1. To drive the school minibus in a safe manner in accordance with all traffic laws and all TPAT policies.
2. To register and supervise students as they move on and off the bus and during travel, ensuring their safety and seatbelts are in place etc.
3. To ensure the minibus is kept clean and tidy and to report any defects or concerns to the site team.
4. To ensure all mileage logs and other paperwork relating to the minibus are kept up-to-date and accurately completed.
5. To report any accidents or near misses to the Headteacher, promptly and accurately.
6. To be aware of, and follow the guidance in the School Minibus Handbook.
7. To attend training courses and undertake Smartlog training as directed by the Headteacher.
8. To attend meetings as directed and to communicate effectively with school staff, students and parents (if appropriate).
9. Undertake all statutory duties as required by the school and TPAT.

Any other duties consistent with the grade and general responsibilities of the post may be required from time to time in addition to those listed above.

Any special conditions attached to the post:

- Shifts may need to vary to adjust to business needs and may extend outside of school hours including weekends.
- Flexibility to suit business needs whereby you may, on occasion, be required to work beyond your shift due to emergencies, unforeseen circumstances or business needs.
- Successful completion of an enhanced DBS safeguarding check if appointed.
- Holidays to be pre-arranged with Headteacher and taken over school holidays.