



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

## JOB DESCRIPTION

<b>Job Title:</b>	Minibus Driver
<b>Salary:</b>	TPAT Point 3
<b>Responsible to:</b>	Headteacher/Site Manager
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External:</b>	Headteacher, Teaching staff, Support staff, students TPAT, Parents/Carers, Governors, Visitors

### Main Purpose of the Job:

- To transport pupils safely to and from school and on school trips as required.

### Main Duties and Responsibilities:

- To drive the school minibus in a safe manner in accordance with all traffic laws and all TPAT policies;
- To be responsible for the health, safety, welfare and comfort of students and staff;
- To keep the minibus clean and tidy;
- To ensure all mileage logs and other paperwork relating to the minibus is kept up-to-date and accurate;
- To report all accidents and near misses to the Headteacher;
- To be aware of, and follow the guidance in the School Minibus Handbook;
- To attend training courses, INSET days and undertake smartlog training as directed by the Headteacher;
- Attend meetings as directed;
- Participate in the performance management process;
- 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;
- Shifts may need to vary to adjust to business needs;
- Flexibility to suit business need whereby you will be on occasion required to work beyond your shift due to emergencies or business need;
- Successful completion of an enhanced DBS safeguarding check if appointed;
- Holidays to be pre-arranged with Headteacher and taken over school holidays.

## General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

## PERSON SPECIFICATION – Minibus Driver

Person Specification	Essential	Desirable	Recruiting Method
<b>Education and Training</b>	<p>Clean driving licence</p> <p>Category D1 on driving licence is required to drive a minibus that has 16 passenger seats or less &amp; is shorter than 8 metres in length</p> <p>Minibus driver awareness scheme (MiDAS) minibus driving certificate or willingness to attain</p>	<p>Advanced driving qualification</p> <p>First Aid qualification</p>	<p>Application</p> <p>Certificates</p>
<b>Skills and Experience</b>	<p>Recent driving experience</p> <p>Experience of working with children and young people</p> <p>Good communication skills</p>	<p>Experience of work in a school or similar environment</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>
<b>Specialist Knowledge and Skills</b>	<p>Ability to keep calm under pressure</p> <p>Understanding of safe working practice</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	<p>Knowledge of health and safety</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>
<b>Behaviours and Values</b>	<p>Self-motivated &amp; enthusiastic</p> <p>Comfortable with children and young people</p> <p>Acceptance of different attitudes</p> <p>Patient and friendly approach</p> <p>Trustworthy and honest</p>		<p>Application</p> <p>Interview</p> <p>Assessment</p>

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