



### Job Description

**Job Title:** Minibus Driver

**Reports to:** Transport & Logistics Manager

**Role purpose:**

To operate the school minibuses and provide a collection and delivery service for school staff and pupils. You will report directly to the Transport & Logistics Manager.

**Specific Responsibilities:**

- Drive school minibuses for collection and delivery of pupils as directed by the Transport & Logistics Manager.
- To assist with maintenance of the fleet of school minibuses drawing any concerns to the attention of the Transport & Logistics Manager and delivering/collecting to maintenance depots where required.
- To complete daily vehicle safety checks, mileage logbooks and pupil registers.
- To provide a courteous, friendly service to all stakeholders both internal and external.

**Safeguarding**

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

**Other:**

- Participate in training and other learning activities as required, and in the Probation and Professional Development Review process.
- Undertaking other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Transport and Logistics manager, the Bursar or the Head.

# Norwich School

## Minibus Driver



### Person Specification

	Essential	Desirable
<b>Experience</b>		
Previous experience in a similar role		x
<b>Basic skills and competencies</b>		
Full UK manual driving licence with D1 entitlement	x	
Full PCV/PSV Licence (Category D Entitlement)		x
Must hold a current and valid CPC Drivers Card and Digital Tachograph Card		x
To comply with The Highway Code and Road Traffic Act at all times	x	
<b>Personal Qualities</b>		
Understand and comply with Child Protection procedures	x	
Well Presented	x	
Good communication skills	x	
Availability and flexibility to work varied start and end times.	x	

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### Salary and Benefits

#### Salary and Working Pattern

The salary for this permanent post is £9,944 per annum (pro-rated from a full-time salary of £25,783 per annum). The role is 20 hours per week over 34 weeks per annum.

The Minibus Driver is expected to work 20 hours per week, term time only, which is 34 weeks per annum, Monday to Friday from 3pm – 7pm. Flexibility in working hours and pattern is required to meet the changing needs of the school.

#### Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

#### Healthcare

Staff may benefit from a heavily subsidised private healthcare plan run by Bupa. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

#### Personal Development

As a learning community, the school looks to invest in and develop staff with creative use of staff training days. We promote a 'coaching culture', encouraging the development and use of coaching skills. We aim to be flexible in our approach, recognising that 'good' and 'effective' CPD looks different at different stages in our careers and lives. The school offers free access to online CPD providers alongside individual-specific CPD opportunities.

#### Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

#### Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space, but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various park and ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.