

Marish Academy Trust Job Description

Contractual Details				
Post Title:	Trust wide Minibus Driver			
Responsible to:	Trust wide Executive Facilities Lead			
Contract type:	Permanent	Fixed Term ✓	Full time	Part time ✓
Salary:	To be confirmed			
Contractual Hours:	5 days per week; Term Time; (30 hrs per week) 6:30am-8:30am With possibility of additional hours			

Job purpose
<ul style="list-style-type: none"> Drive a Marish Academy Trust minibus to collect nominated pupils from addresses around Slough/Langley and deliver them to the school in Langley or Slough. Additional, to drive the school minibus at selected hours of the day for school visits/trip, as and when required. <p>A member of the school support staff will act as an escort and will directly supervise the children on the minibus.</p>

Post Holder's Responsibility	
Leadership	<ul style="list-style-type: none"> Be a member of the Academy Facilities Team and help shape and influence decision making within the Trusts Facilities Team. Commit unequivocally to the Trust ethos, vision and values. To contribute to the overall ethos, work and aims of the MAT.
Key Skills	<p>The main duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> Driving a Marish Academy Trust minibus. Ensure pupils safety whilst they get on and off the bus and correct use of seat belts. Carrying out daily vehicle checks and basic maintenance (e.g. checking oil levels) to ensure vehicle is in a roadworthy condition. Refuelling the vehicles as required. Maintaining the schools image; working attire should be worn at all times and kept in a clean and tidy condition.
General Communication and Liaison	<ul style="list-style-type: none"> Reporting any vehicle defects, faults, incidents and accidents to the line manager.
External representation	<ul style="list-style-type: none"> Regular daily bus runs to and from pupils' homes and either school in the Trust. Occasional trips to sporting events, leisure centres and other schools. Occasional all-day non-local schools trips to venues around the UK Occasional home visits as second staff member to accompany, attendance, CP or safeguarding lead
Health & Safety Management	<ul style="list-style-type: none"> Support with the development and implementation of health and safety policy and procedures and that these are adhered to at all times. Ensure the health and safety of colleagues and young people.

Other	<ul style="list-style-type: none"> • Keep own knowledge and skills up to date and manage own professional development. • Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the Trust. • Attend and participate in regular meetings, fulfil responsibilities as specified above. • To attend and participate in planned CPD training sessions. • To ensure that the school leadership is immediately informed of any issues relating to child protection that they discover or are worried about. • To apply all policies, procedures and practices including safeguarding procedures relating to your duties. • Keep your line manager informed of any shortcomings or difficulties with carrying out any of your duties/responsibilities.
<p>This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. It is expected that the post holder may, if required, carry out any relevant additional duties which the Headteacher may, from time to time, deem appropriate and necessary.</p>	