

Trustwide Minibus Driver

Personal Specification	
Qualification and Experience	<p style="text-align: center;">All Essential</p> <ul style="list-style-type: none"> • Age 25+ (for insurance purposes). • Clean driving licence (held for at least 2 years). • Geographical knowledge of the local area. • Competent to undertake vehicle checks and carry out basic maintenance.
Personal skills/attributes	<ul style="list-style-type: none"> • Pleasant, patient and helpful personality. • An ability to communicate with a range of different people. • Ability to work on own initiative and as part of a team. • Punctual, reliable and trustworthy • Flexible approach to working arrangements • Good organisational ability. • Enjoy working in a school environment.
Professional Values and Practice	<ul style="list-style-type: none"> • Live out the trust ethos of strive for the heights with a smart professional appearance and respect for social, cultural, linguistic, religious and ethnic diversity. • Have a flexible and adaptable approach to work, be willing to go the extra mile to get the job done for the benefit of our pupils, our colleagues and for yourself. • Have a happy and positive attitude to the work you undertake. • Be emotionally resilient and respond to situations in a calm, professional manner at all times, especially when faced with a complaint. • Be collaborative, working in partnership with colleagues (both internally and externally) s part of an inclusive team. • Have a thirst for excellence and a relentless drive to achieve the best outcomes for our pupils as well as being committed to inclusion, safeguarding and equality. • The capacity and enthusiasm to learn, be self-motivated, reflective, creative and innovative in order to continuously improve. • To have a strong awareness of professionalism and respect for confidentiality. • At all times model good relationships, attitudes, behavior. • To be able to self-evaluate your own performance, keep own knowledge and skills up to date, and participate in relevant training and CPD opportunities as required. • Willingness to work flexible hours and to attend occasional meetings outside of normal office hours. • Understand and respect social, cultural, linguistic, religious and ethnic backgrounds.

Summative Agreement

<p>Confidentiality</p> <p>Code of conduct Safeguarding</p> <p>Health and Safety</p> <p>Induction</p>	<ul style="list-style-type: none">• I will treat all information about children, families and staff discreetly with regard to confidentiality and data protection, and will report all concerns to the appropriate person(s).• I will adhere to the Trust’s code of conduct and all other school policies.• I will comply with all Trust policies and procedures related to equality, safeguarding, and e-safety and will report any concerns to the appropriate person(s).• I agree to take care of my own and other’s safety at all times and to carry out my duties in accordance with the Trust’s Health and Safety policy and procedures.• On joining the Trust, I agree to attend Induction sessions and complete all related tasks as required.
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This job description is provided to assist staff to understand and appreciate the work content of their post and the role they are to play in school. It does not comprise a full and comprehensive list of all the tasks that the post holder will undertake in fulfilling their responsibilities, and may also be subject to amendment or modification at any time in consultation with the post holder.

Agreed by post holder _____ Date _____

Date of this review: August 2021	Date of next review: August 2022
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