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**JOB DESCRIPTION**

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| **School:** | **West Norfolk Academies Trust (WNAT)** |
| **Job Title:** | **Relief Minibus Driver** |
| **Grade:** | **Scale B, Point 2 (£9.43/hour)** |
| **Hours/weeks:** | **This role is a casual role – so you will not be contracted to a fixed number or hours/weeks per year. Flexibility and a willingness to be available at short notice will be essential.** |
| **Responsible to:** | **Site Manager and School Headteachers** |
| **Working With:** | **Staff and Students** |

**Purpose of the Job**

The Minibus Driver will work in partnership with WNAT to provide a reliable and safe service to all its students and staff to travel to and from various sporting and extended academy activity events. WNAT are hoping to build a bank of minibus drivers to provide support for its 11 schools in Marshland, Terrington St Clement, Hunstanton, King’s Lynn and the surrounding local areas.

You will hold a current UK driving licence, which enables you to drive a passenger carrying vehicle of up to at least 17 seats (PCV)

WNAT operates a strict non-smoking policy and this will apply when driving the minibus.

**Responsibilities**

* Transporting students and staff safely to various venues around the United Kingdom.
* To carry out safety checks before, during and after vehicle operations to ensure the minibus is safe and clean.
* To ensure the minibus is adequately fuelled for each journey.
* To record and monitor mileage and any faults before and after every trip.
* Report any accidents/incidents to your line manager and complete appropriate paperwork and also produce written reports.
* Ensure the first aid box is checked, the contents are in date & replenished regularly.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

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|  **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English |  | **🗸** | Appl |
| Level 2 Maths |  | **🗸** |
| Current UK Driving Licence which enables you to drive a passenger carrying vehicle of up to at least 17 seats | **🗸** |  |
| First Aid Qualification or a willingness to successfully complete First Aid Training |  | **🗸** |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Significant experience of working with young people  |  | **🗸** | Appl/Int |

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| **Skills and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Capability to maintain accurate vehicle and user records. | **🗸** |  | Appl/Int |
| Competent to undertake daily and weekly vehicle checks |  | **🗸** |
| Ability to remain calm under pressure | **🗸** |  |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Good organisational and time management skills  | **🗸** |  | Appl/Int |
| Good communication skills |  | **🗸** | Appl/Int |
| Ability to remain calm under pressure | **🗸** |  | Appl/Int |

Appl = Application form Int = Interview Ref = Reference