



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM



Part-time Minibus Driver Recruitment Pack



JOB DESCRIPTION

JOB TITLE:	Minibus Driver
RESPONSIBLE TO:	Attendance Officer
RESPONSIBLE FOR:	Collection of pupils only
HOURS:	10 hours per week - 07:45AM to 09:45AM Monday to Friday Term Time only
SALARY:	Scale 4 NJCH7 - NJCH11, £25,584 to £27,269 FTE. Actual Salary £5,692.48 to £6,067.30 pa Starting salary to be confirmed upon appointment, subject to experience.
PLACE OF WORK:	Laureate Academy, Warners End Road, Hemel Hempstead, HP1 3DW.
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
STAFF BENEFITS:	Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits: <ul style="list-style-type: none">• A supportive ethos and concern for the well-being of all colleagues.• Excellent CPD opportunities and career progression.• Employer Contributions to Local Government or Teachers Pension Scheme.• Mintago – employee benefits platform• Employee Assistance Programme.• Access to a Virtual GP• Eye Care Voucher scheme.• Salary sacrifice childcare
PROBATION PERIOD:	The post holder will be required to complete a 6-month probation period

PURPOSE OF THE ROLE

The role of Minibus Driver will be to drive the school's minibus in a safe manner, ensuring all the roles of the Highway code are adhered to and to ensure that pupils are collected and taken as directed, ensuring their safety at all times. This will include ensuring that the minibus is road worthy, and that pupils in the minibus adhere to safety rules whilst travelling. This role will also involve working with children who find it harder to attend school, therefore this role will likely get involved in some doorstep conversations. Other duties include, but will not be limited to:

- Responsible for the safety, comfort and welfare of the children.

- Carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance.
- Report any vehicle defects, faults, incidents and accidents
- Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuel vehicle as required.
- Maintain accurate records of vehicle usage.
- Maintain accurate records of the children using the service each day.
- Maintain and help to promote a good school image, working attire to be worn at all times and kept in a clean and tidy condition.
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time
- Ensure that the minibus is taxed, and insured at all times.
- Along with members of the Pastoral team, this role will include conversations with families to build positive relationships.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

PERSON SPECIFICATION

	Essential	Desirable
EXPERIENCE	<ul style="list-style-type: none"> Experienced Driver 	<ul style="list-style-type: none"> Experience of driving minibuses
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Have a D1 licence on your licence or Category B if passed driving test before 1/1/1997 Good knowledge of local area Ability to ensure passengers abide by the rules whilst travelling in the bus Punctual and reliable Ability to work and concentrate under pressure Ability to work on own or as part of a team Ability to maintain confidentiality at all times. Ability to communicate effectively with pupils and colleagues Ability to undertake minor maintenance checks of vehicle 	
PERSONAL COMPETENCIES AND QUALITIES	<ul style="list-style-type: none"> Full Clean UK Driving Licence held for a period of at least 2 years Willingness to undertake MIDAS (Minibus Driver Awareness scheme) course. Commitment to the safeguarding and promotion of the welfare of all children and young people. Commitment to equality and Diversity Willingness to undertake an Enhanced DBS check 	

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)

Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **23:59 on Friday, 31st January**. Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email hr@laureate.futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.