



Post 60 School Transport Driver from September 2022

Responsible to the Estate Manager

The primary role is to drive School transport (AM collection and PM pick-up) during term time.

The role will include close cooperation with:

- Estate Manager;
- School office staff;
- Other members of staff and parents

General

West Hill Park School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection, work within the staff code of conduct, and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check and will be asked, at interview, questions about safeguarding children. The school may contact any of your previous employers.

All posts at West Hill Park require staff to conduct themselves in a highly professional manner when dealing with children, parents and colleagues. Staff are expected to appreciate and promote the ethos and image of the school and should ensure that in all their actions and words they market the school in a positive manner. Disciplinary action may be taken against staff who bring the school's name into disrepute.

Staff at West Hill Park are expected to be aware of their own Health and Safety and to that of those around them and should take all reasonable steps to ensure that no one is placed in danger.

Specific Duties

Duties will include but are not limited to:

- **Driving a school mini bus on the regular pick up and drop off service 0700-0815 Mon-Fri & 1730-1900 Mon, Tue, Thur & Fri. AM & PM journeys are paid at a rate of £25 per journey.**

In return we expect you to:

- Holding a D1 driving license;
- Maintaining the highest standards of driving and road safety at all times;
- Establishing and maintaining the highest level of safety and minimum legal requirements within the vehicle at all times;
- Establishing good order, discipline & respect from children within the vehicle on each journey and supporting the children where necessary particularly entering and exiting the vehicle.

The following tasks, with hours to be agreed with the Estate Manager, will be paid at an hourly rate of £12.50 per hour:

- Occasionally accompanying children to final destination for safety reasons;
- Flexibility for additional hours to drive on other trips occasionally when mutually convenient;
- Carrying out a weekly maintenance inspection (Annex D) of all mini bus vehicles on fleet, and advise the Transport Manager immediately of any repairs required;
- Co-ordinate the Transport Calendar using Google Drive (Training provided);
- Co-ordinate the supporting paperwork for the booking of hire vehicles (Training provided);
- Attend MIDAS Training;
- Carrying out a weekly cleaning of all mini buses on fleet;
- Attending occasional meetings and training within the department or within the wider School community whenever necessary;
- Other duties may/will occur at very short notice, within your capability, and at the Estates Manager's discretion;
- **Further opportunities to assist the Estates Manager as a Transport Manager could be provided for the right person and may be discussed at interview – please make reference to this in your application if you are interested.**
- Carry out reasonable requests that may be made from time to time by the Estates Manager, Headmaster or Governors.

Please complete an application form and submit it to: headmaster@westhillpark.com by Monday 6th June.

Signed:..... Date
[Headmaster]

Signed: Date:
[Employee]