



ST. DOMINIC'S
PRIORY SCHOOL

SCHOOL MINIBUS DRIVER

St. Dominic's Priory School is a small Catholic independent school educating children from the age of 3 years to 16 years.

The Governors wish to appoint an experienced and suitably qualified Minibus Driver to support the work of the school. This is a term time only post and required as soon as possible.

St. Dominic's Priory School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This post is subject to an Enhanced Disclosure Check under the Rehabilitation of Offenders Act (1974).

The application form and monitoring form should be returned with a covering letter to:

Mr Wayne Mears
Facilities Manager
St. Dominic's Priory School
21 Station Road
Stone
Staffordshire
ST15 8EN

All applications must be on the **school's application form** and must be accompanied by a **covering letter** explaining why you are applying for this post. The application form is available to download from our website www.stdominicspriory.co.uk (and can be found in the 'About' tab, under 'Job Vacancies').

Candidates called for interview will be required to provide photographic proof of identity, proof of address and original qualification documents.

SCHOOL MINIBUS DRIVER JOB DESCRIPTION

Responsible for:

- Carrying out and recording the daily/weekly inspections of the school bus, prior to all journeys;
- Cleaning the minibus inside and out on a weekly basis;
- Ensuring the minibus is made available for all periodic inspections, servicing and other such times as required by the school, e.g.: sporting events etc.;
- Driving the school bus in an appropriate manner with due regard to safety and speed limits;



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- Supervision of students on the school bus to ensure safety (including checks to ensure seatbelts and head rests are being used appropriately and that the students remain in their seats at all times);
- Enforcement of the school behaviour policy and the reporting of any incidents or unsatisfactory behaviour to the Facilities Manager/Site Technician;
- Be able to communicate clearly, considerately and courteously, using agreed school protocols, with parents of pupils on the bus to ensure efficient and safe practice;
- Collecting and dropping off students at designated locations and times;
- Dealing with accidents/incidents and reporting them to the School Office/Facilities Manager/Site Technician, as appropriate;
- Any other relevant and appropriate occasional duties that may be required by the Head/Deputy Head/Facilities Manager.

Responsible to the Facilities Manager and the Head teacher.

The successful candidate will:

- Drive competently and safely and be in possession of a full, clean driving licence
- Hold a D1 Licence
- Have some experience of driving vehicles larger than cars and working with people and the general public
- Be able to exercise initiative in emergency situations such as vehicle breakdown
- Have a good knowledge of daily vehicle checks and maintenance procedures
- Be willing to attend regular training as part of a planned programme

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An Enhanced Disclosure check is required for this post.

Hours: 7.5 hours per week: Monday to Friday 07:00 – 08:30, term time only.

(Overtime may be available for other school trips/events but must be authorised by the Facilities Manager).

Salary: Living wage (Sick and holiday pay are in accordance with statutory requirements).

Start: January 2019.

Mrs R Harrison, Head teacher

November 2018