



JOB TITLE:	Part-Time School Minibus Driver (Term Time Only)
LOCATION:	Giggleswick School
RESPONSIBLE TO:	Transport Coordinator
HOURS OF WORK:	Part-time hours doing morning and/or evening bus routes. Minimum 6 hours (3 evening runs) but up to a possible 22 hours. Plus additional hours possible for cover for absence, sporting fixtures and airport runs at the beginning and end of term. Morning Runs – 6.30 am to 8.30 am Monday to Saturday Evening Runs – 5.50 pm to 7.50 pm Monday to Friday
SALARY:	£13.14 per hour
CLOSING DATE:	05 May 2024 We reserve the right to close this vacancy early if we receive a high volume of suitable applications.

Giggleswick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the school's Child Protection Policy at all times.

JOB PURPOSE

To provide a minibus service to Giggleswick School at all times in a safe, comfortable and professional manner using the School's own minibuses.

MAIN DUTIES

- To undertake minibus journeys as agreed and directed by the member of staff responsible for the services, ensuring punctuality, safety & comfort for passengers at all times.
- To ensure that at all times School vehicles are driven courteously and in accordance with all Highway Law and prevailing road conditions.
- To ensure that the 'pre-drive' vehicle check is carried out before every trip is undertaken.
- To ensure that all passengers wear fitted seat belts at all times, and to ensure the discipline of passengers.
- Ensure the minibus is clean and tidy after each use, brushing out debris/dirt, removing any rubbish as required.
- To ensure the bus is re-fuelled if on half or below at the end of a journey.
- To report immediately to the member of staff responsible for the services any maintenance or repair matters relating to any School vehicle.
- To report immediately to the Bursar any accidents or incidents for the purpose of making or reporting an insurance claim. Such reports to include full details of third-party involvement as well as the incident itself.
- Attend short INSET once a term.
- Undergo training relevant to the responsibilities above or related functions.
- Any other reasonable tasks as requested by Management when required from time to time.



GENERAL RESPONSIBILITIES

- You will be expected to be fully conversant with and implement the school’s range of equality and diversity and safeguarding policies and procedures, to ensure the health, safety and welfare of all pupils and staff.
- To participate in the school’s appraisal scheme and undergo further professional development in line with the needs of the school.
- To support with any other duties commensurate with grade and status as may reasonably be requested.

PERSON SPECIFICATION		
	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level, English and Maths. • Eligible to live and work in the UK. • Full clean driving licence with D1 classification. • Be over 25 years old (due to insurance requirements). 	<ul style="list-style-type: none"> • Enhanced transferable DBS certificate.
Values/Personal Qualities	<ul style="list-style-type: none"> • Empathy with Giggleswick’s core values and mission. • Good work ethic with the desire to deliver a high standard of customer service. • Ability to maintain confidentiality and privacy of School matters. • Positive, friendly outlook. 	<ul style="list-style-type: none"> • Willingness to undertake additional training as necessary.
Experience & Knowledge	<ul style="list-style-type: none"> • Experience of driving a minibus. • Confident with vehicles/mechanics. 	<ul style="list-style-type: none"> • Experience of working in an educational setting.

Probation Period

The first six months of employment will be probationary. The probationary period may be extended at the School’s discretion.

Health & Safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to, Giggleswick School’s Health and Safety policy.



Equal Opportunities Employer

We are an equal opportunities employer and are seeking applications from suitable candidates from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation or socio-economic background.

If you have any queries about the application process or any problem with submitting your application online, the HR Team will be happy to help. Should you require any reasonable adjustments to be made or facilities provided to enable you to apply online, please do not hesitate to contact us on humanresources@giggleswick.org.uk so we can make adjustments accordingly.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Jo Cole, HR Manager; jlcole@giggleswick.org.uk

Child Protection and Safeguarding Policy

Giggleswick School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks.

If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School.

Giggleswick School expects all staff and volunteers to share this commitment by complying with the School's Child Protection Policy and Staff Code of Conduct at all times.

If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead, or to the Head.

School Values

Ensure your work, communication and approach conforms brand values and style of the school. You will need to be aware and comply with the Giggleswick school rules, policies and procedures at all times, as detailed in the handbook you will be provided with at induction.