



### **Job Description**

Minibus Driver

Term Time only (35 weeks a year)

Monday to Friday, 7am to 8.30am and 4pm-5.30pm

£9.99 per hour

#### **Statement of Responsibilities:**

To work under the reasonable direction of the Estates Manager and Bursar. To drive a Greenfield School branded minibus on the pick-up and drop off routes around Woking and neighbouring areas.

To share in the responsibility for the supervision and health and safety of our pupils.

#### **Specific Responsibilities and Duties:**

- Driving a Greenfield School branded vehicle
- Responsible for the safety, comfort and welfare of the pupils and staff
- Carry out driver's daily vehicle checks before taking the vehicle off site
- Report any vehicle defects, faults, incidents, accidents and prosecutions
- Be responsible for the cleanliness of vehicles both inside and out, and ensure the vehicle is in a clean and roadworthy condition before and after use
- Refuel vehicles as required
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time
- Attend relevant training as required

#### **Essential:**

- Clean driving licence (minimum 2 years)
- Pleasant, approachable personality
- An ability to communicate well with children and adults
- Reliable and trustworthy
- Flexible approach to working arrangements
- Willing to undertake training as appropriate

#### **Preferred**

- D1 licence
- Geographical knowledge of the Woking area

#### **Benefits**

- Holiday entitlement
- Pension entitlement
- Access to other employee benefits including Employee Assistant Programme and subsidised eyecare

This post will be subject to an enhanced DBS Disclosure.