



Minibus Driver

Hours: 7.45am – 8.45am Monday to Friday & 3.30pm – 5.30pm Fridays

38 Weeks per year, term time only. Available to cover sickness would be advantageous.

£7.88 per hour

We are seeking to appoint a Minibus Driver to start immediately. It is currently a temporary position that may lead to a permanent one.

Atrium Studio School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS check.

Main Duties and Responsibilities

- Drive the school minibuses to transport students to and from school each day, from specified places as per a supplied schedule.
- Ensure that before driving the vehicle, it is in a fit and serviceable condition by carrying out daily and weekly routine checks.
- Carry out routine cleaning when necessary
- Complete records of work, records of driving accident reports and any other records of vehicle utilisation that may be required by Law, the Code of Practice or School procedures.
- Ensure the Health and Safety and welfare of pupils whilst being transported.
- Deal with emergency situations and administer First Aid as necessary.
- Attend training events as required
- Re-fuel the vehicle as necessary, including responsibility for the School's Fuel Card
- Ensure that the vehicle is appropriately parked and secured if left unattended
- To act as an ambassador for the school whilst carrying out these duties and therefore act appropriately for this at all times.
- Any other duties deemed necessary by senior members of staff.

Person Specification

Essential requirements:

- Experience of driving a larger vehicle/minibus
- Ability to put safety and welfare of pupils a priority
- Demonstrate a caring attitude and be sensitive to the individual needs of pupils
- Clean, Presentable and Welcoming
- Able to put School's policies into practice e.g. Equal Opportunities
- Flexible in approach to job tasks
- Willing to assist pupils in getting on or off bus and assisting with seat belts
- Willing to undertake First Aid training
- Dependable, reliable and committed to providing an excellent service for the school
- Hold an appropriate current, clean driving licence with a D1

For further information, an application pack or an informal chat, please contact Mary Hodge on 01364 655399 or email mhodge@atrium-studio.co.uk .