



Job Description

Job Title:	Minibus Driver
Area:	Coral Cove
Responsible To:	Out of School Club Manager
(day to day issues)	

Objective

As an out of school club minibus driver you will be dropping off and picking up children from 4 to 11 years of age. You will contribute to the high standards of care for all children placed within the setting. You will provide a high standard of physical, emotional, social and intellectual care for the children.

Key Areas

- Team Working with setting staff
- To assist in delivering high quality childcare to the children and parents/guardians attending Coral Cove Out of School Club whilst in your care.
- To carry out routine cleaning duties and assist with health & safety inspections.
- To attend training in line with company policy

Duties will include (but are not limited to)

- Operating one of the settings school bus routes, collecting children from the setting and delivering them to school/s (mornings)
- Collecting the children from the designated school/s and dropping them back to the setting (afternoons)
- Recording the mileage and signing the children in and out of the setting
- Ensuring that the minibus is kept clean and in good condition, including, but not restricted to:
 - Weekly cleaning of the bus, both inside and out
 - Ensuring signs inside the bus are properly attached and in good condition
 - Regular visual inspection/checking of tyres, lights, oil, water, fuel
 - Ensuring that any additional work required is communicated immediately to the Club Manager
 - During holiday periods perform maintenance duties as requested by the Club Manager
- Observing, assessing and ensuring the safety for the individual needs of the children.
- Attending to the physical needs of the children
- Working with Parents, Carers and other professionals.
- Encouraging independence and high self-esteem.
- Dealing with injuries, emergencies and incidents as they occur, including the reporting of safeguarding concerns.
- Adhering to and being aware of all health and safety in the environment to keep children safe.
- Assist with taking children on excursions.
- Uphold the settings standards by adhering to all policies and procedures.
- Attending meetings, training, events and gaining further qualifications as required.
- Keep up to date with procedural changes and other activities going on at the setting.
- To undertake any additional responsibilities where appropriate and / or as requested by management.

Person Specification

Post: Minibus driver for Out of School Club

Managers will assess candidates against their ability to meet the essential requirements of the job.

Candidates will be assessed against their ability to meet the desirable requirements of the job in a competitive situation. Candidates with a disability will be guaranteed an interview if they meet the essential requirements only.

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

Candidates should explain how they meet each of the numbered requirements within their supporting statement.

Essential

Skills, Knowledge and Experience

1. Experience of driving Passenger Carrying Vehicles (PCV's)
2. Enthusiasm for working with children.
3. A commitment to the provision of high quality child care.
4. Good communication skills
5. Basic numeric skills
6. Ability to work unsupervised
7. Knowledge of health and safety issues of driving public vehicles
8. An interest in the care, learning and development of young children.
9. A positive approach to learning and gaining new skills through teamwork and training opportunities.

Personal Qualities

1. Must be over 21 years of age
2. Able to carry out duties such as assisting wheelchair bound passengers
3. Appropriate dress for the post
4. Punctual
5. Courteous and customer friendly
6. Flexible regarding times of work
7. The willingness to attend training courses as required
8. Reliable, punctual and enthusiastic.
9. Good social and verbal communication skills.
10. Ability to work as part of a team and on their own initiative.
11. Good organisational skills with the ability to multi-task.
12. Patience.

Desirable

1. Driving of school transport services or other passenger carrying transport
2. Experience of working with children over 4 years of age
3. Previous experience of working in a child care setting.
4. Previous use of safety and mobility aids relating to accessible vehicles
5. Experience of working with children
6. Good knowledge of the County/Devizes

1. Able to work in a small team.
2. Flexibility

Essential

Desirable

Qualifications

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| <ol style="list-style-type: none">1. Category D1 licence2. Clean Driving Licence3. Educated to GCSE standard C or above in English Language and Mathematics4. A positive approach to completing further relevant short courses and qualifications. | <ol style="list-style-type: none">1. SVQ Level II on Transportation of Passengers2. Basic First Aid Certificate3. Basic Safeguarding training – including certificate.4. MIDAS training |
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Conditions of Employment: -

Conditional upon health clearance, employment/education references, enhanced DBS check.

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Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) Coral Cove operates a Smoke-Free Policy and the post-holder is prohibited from smoking anywhere on site or in vehicles. Staff will not be released for a break that is specifically for smoking.
- c) The post-holder is expected to familiarise themselves with and adhere to all relevant Policies and Procedures.
- d) The post-holder must comply with the setting's Health and Safety requirements.
- e) This post is based at Coral Cove, but the post holder may be required to move their base to any other location within the organisation at a future date.
- f) As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Disclosure and Barring Service before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.
- g) The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- h) It is the job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Setting's Child Protection Policy Statement at all times.
- i) If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the Nursery's Safeguarding Manager.