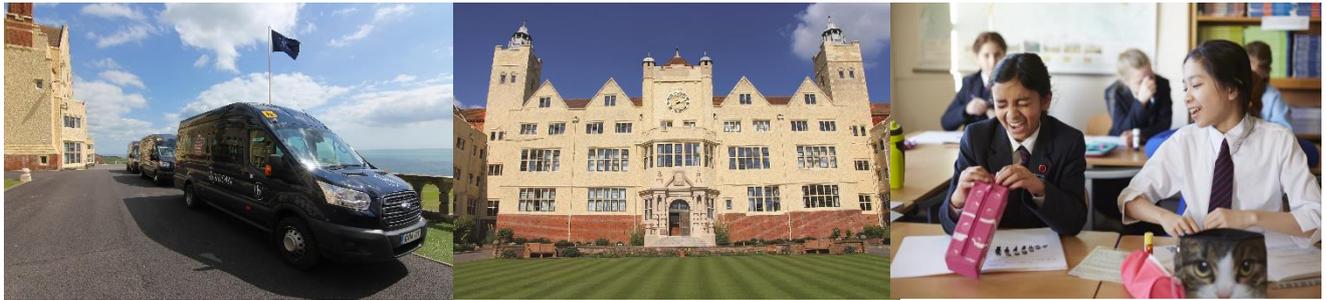




ROEDEAN

An independent 11 – 18 girls' day and boarding school in Brighton



The post of Minibus Driver

The Role

The role of the Minibus Driver will be to transport Roedean School pupils in a safe, proper and timely manner to and from school ensuring their welfare is paramount at all times and ensure the maintenance of school vehicles in a roadworthy condition. Minibus Drivers report to the Transport Manager.

Main Duties

- Operate one of the School's minibus routes provided for Day Pupils
- Ensure pupils adhere to all School regulations throughout the journey, including remaining seated and wearing seatbelts
- Ensure the maintenance of Roedean School vehicles in a roadworthy condition.
- Carry out daily vehicle checks, in liaison with other drivers/housemen on the appointed minibus
- Keep the vehicles lean internally and externally
- Ensure any defects or damage which may occur to the vehicles are reported to the Transport Co-ordinator
- Ensure that vehicle log sheets are completed daily on maintenance and usage
- Adhere to all school policies including Health and Safety guidelines
- Fully comply with road traffic regulations and the Highway Code
- Be presentable and wear the uniform provided by the School
- Assist with other duties within the remit of the Transport department, including traffic management duties, car park stewarding.
- Undertake driving duties for key events, specifically School Open Days and Speech Day
- There will be opportunities to take pupils to external sporting fixtures and educational events during the week and weekend for which additional payment will be made

Person Specification

- It is a requirement that all drivers successfully complete the East Sussex Minibus Theory and Practical Assessment Programme, therefore all applicants must be over 25 years of age. (This is arranged and paid for by the School however, if staff leave within six months of employment, the cost of the Minibus Theory and Practical Assessment Programme will be deducted from the final salary.)
- A full, clean driving licence with D1 classification is essential
- Hardworking, committed and interested in providing a quality service
- Excellent time keeping
- A pleasant, courteous manner and good communication skills
- Able to work with a wide range of people and to remain calm under pressure
- Able to plan and prioritise work in consultation with Line Manager.
- Willingness to work outside normal working hours if required

Package

Salary: Roedean NTS Point 14 (£9.46 per hr) to Point 19 (£10.71 per hr) based on skills and experience

Hours: 5.10pm – 8.10pm, Monday to Thursday and 4.30pm – 7.30pm Friday, term time only
There will be a requirement to attend work for key events in the School calendar which fall on a Saturday (such as Open Days and Speech Day).

Other benefits include:

- **Pension** - Contributory pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40 %)
- **Death in service benefit**
- **Free dining and refreshment facilities** throughout the school day whilst on duty
- **Sports and Leisure** – free use of the swimming pool, fitness suite, squash and tennis courts (subject to availability). Weekly yoga classes are available after work at no cost.
- **Wellbeing** – Staff have access to a free and confidential advice and telephone support service. Subsidized staff bar and social events each half term.
- **Library** – all staff are able to borrow books and DVD's without charge
- **'Cycle to Work' scheme**
- **Free parking on site**

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post 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 School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

Roedean is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview.