



Job Description

School Minibus Driver

Fixed Term Contract - Part Time (10 Hours Per Week,) Term Time Only

Bishop Wilkinson Catholic Education Trust

Grade C, SCP 4

Role Purpose:

To provide an efficient bus service to students between Hexham and St Thomas More Catholic School, ensuring the safety of students whilst adhering to current legislation, and policies and procedures, in an allocated 17 seat vehicle.

Other than driving the minibus, the driver will be responsible for carrying out pre and post journey vehicle checks, keeping the vehicle clean and tidy, and assisting and supervising the students.

The driver will be able to communicate effectively with passengers, build trusting relationships and drive considerately in accordance with the Highway Code regulations.

Working Hours:

Monday to Friday, 10 Hours Per Week

Before School [6:45am to 8:45am]

After School [3:30pm to 5:30pm]

Such other duties as may be allocated from time to time, commensurate with the grade of the post. The post holder may also be required to undergo training in order to undertake duties of the post in an efficient manner.



Person Specification School Minibus Driver

Knowledge	
Criteria	Weight
Understanding of relevant policies and procedures, including Health and Safety	Essential
Knowledge of the local area	Essential

Skills & Abilities	
Criteria	Weight
Excellent communication skills	Essential
Ability to work under pressure, responding calmly and effectively to issues and work to own initiative	Essential
Time management skills	Essential

Experience	
Criteria	Weight
Experience of driving passengers in a minibus	Essential
Experience of working with children of secondary school age	Desirable
Experience of working in an educational setting	Desirable

Education & Training	
Criteria	Weight
A full, clean UK licence with a D1 (or D) entitlement	Essential
First Aid Qualification	Desirable