

## JOB DESCRIPTION: ESTATES TEAM: MINIBUS DRIVER

**Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).**

|                                     |                                                                                                                                                 |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Scope &amp; General Purpose:</b> | To be part of the Estates Team responsible for driving the School Minibus, undertaking the School's morning pupil collections and minibus care. |
| <b>Immediately responsible to:</b>  | Estates Manager                                                                                                                                 |
| <b>Hours of work:</b>               | 20 hours a week, worked Mondays, Tuesdays, Wednesdays and Fridays 6.30am until 10.15am and Thursdays 6.30am until 11.30am, term time only       |
| <b>Notice Period:</b>               | 4 weeks                                                                                                                                         |

### Overview

To be an active member of the collaborative Estates Team. While all Estates Team members help across a breadth of tasks, each will have their individual area of focus: your main duty will be to drive the School minibus to collect the pupils every morning, and to ensure the minibuses are kept clean and in good condition.

To be supportive of the aims and ethos of boarding schools and private education, and, through your own conduct, be able to contribute to the environment of high standards, good manners and excellent service at which the School aims.

### Key Tasks

- To undertake driving duties in School minibuses for the School's morning pupil collections, which will require a clean driving licence, preferably with a D1 category.
- To be responsible for keeping the School minibuses clean, offering a daily clean, inside and out, to one vehicle in rotation.
- To assist the Estates Team with any maintenance duties.
- To help the School respond to adverse events or conditions (*e.g.* bad weather).
- Attendance at weekly Estates Team meeting with Estates Manager and wider colleagues.
- To attend meetings and training courses as requested.
- To observe the School's Health & Safety Policy at all times.
- To perform other such duties as may be reasonably requested by the Bursar.

## ***Safeguarding of Children***

- All staff are responsible for the safeguarding of children in line with the School's *Child Protection and Safeguarding Policy* and other associated documents.

## **Knowledge, Skills and Experience Required**

### ***Essential***

- Full clean driving licence.
- Professional and polite manner.
- Excellent time-keeping and reliable.
- Ability to work effectively as part of a team
- Excellent interpersonal skills.
- Self-motivated with the ability to work under own initiative.
- A pro-active and flexible approach to role. Hours can occasionally vary depending on events in the School Calendar. Occasional Saturday work, paid additionally, for scheduled events (*e.g.* annual Ski Trip) will be required.
- Positive approach to learning in the role and identifying own training needs as appropriate; the School would be willing to support learning as required on a mutually agreeable basis.

### ***Desirable***

- Experience of minibus driving. Full training will be given.
- Experience in maintenance tasks.

This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.

Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.