



An All-Through Independent Day and Boarding School for Girls in Eastbourne



The post of Part-Time Minibus Driver

The Role

To be the principal driver operating the Minibus Service for Day pupils for one of our routes. Minibus Drivers report to the Site & Transport Supervisor.

Main Duties

- To undertake driving duties in relation to the service provided for Day Pupils
- Required to work on Open days, one Saturday per term.
- Required to drive during the Easter and Summer Let (enhanced rate)
- Carry out daily vehicle checks, in liaison with other drivers/housemen on the appointed minibus
- Clean internally and externally the appointed minibus
- Ensure any defects or damage which may occur to the appointed minibus are reported to the Transport supervision
- Ensure that vehicle log sheets are completed daily on maintenance and usage
- To drive with due care and attention, adhering to all speed limits at all times to ensure the safety of passengers and maintaining the good name and reputation of the school
- To maintain and promote a professional driving attitude at all times
- Perform a daily pre trip inspection, ensuring that all equipment, including safety devices are in safe and proper operating order
- To keep daily records of student passengers and submit this information to the Site & Transport Supervisor each term

- To maintain good student discipline as required, transporting all passengers safely and ensuring that the bus does not move until ALL girls are wearing their seat belts
- To report immediately (by telephone) any emergencies, breakdowns, or delays whilst en route; also any accidents, driving hazards, or incidents of damage or vandalism
- To positively liaise and communicate with parents or carers as required

Person Specification

- A full, clean driving licence with D1 classification is essential
- Good knowledge of the local area
- Hardworking, committed and interested in providing a quality service
- Good health & physically fit
- Excellent time keeping
- Basic knowledge of First Aid
- 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.

Package

Salary: £8.89 per hour.

Hours: 6.30am – 8.30am, Monday to Friday, term time only
5.00pm – 7.00pm, Monday to Friday, term time only

Other benefits include:

- Contributory pension scheme after 3 months
- Remission of fees for a daughter attending the school, in line with the current policy of the Governing Body, subject to the usual standards and procedures for admission
- Free school meals whilst on duty
- Death in service benefit after 6 months

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 Principal and relevant agencies.

Roedean Moira House 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 a prohibition from management check, an enhanced DBS check and a safeguarding interview.

Appointment details & how to apply

Applicants must complete the application and return it to recruitment@roedeanmoirahouse.co.uk or via post to Claire Mansel, School Office & HR Administrator, Roedean Moira House, Upper Carlisle Road, Eastbourne, BN20 7TE.

The deadline for applications is Wednesday 6 February 2019.

Due to the need to appoint quickly we reserve the right to interview at any time.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.