

SCHOOL MINIBUS DRIVER AND FACILITIES ASSISTANT

JOB DESCRIPTION

The School Minibus Driver and Facilities Assistant works as part of a team of two to provide school transport services for children attending the School with a morning and evening bus run on a designated route and contributes to the security and control of the School's facilities and premises to provide a safe and secure site for pupils, staff and visitors.

The post holder works on a four day rolling rota over seven days each week during term time, including Inset days. Duties are carried out in the early morning and again in late afternoon into the evening, three hours in the morning (06:00 to 09:00) and five hours in the evening (17:00 to 22:00). Additional overtime hours may be available on occasion. The post holder is required as part of their contract of employment to attend such safeguarding or other training as the School may require.

Reporting to the Bursar via the Estate Manager

Qualifications: Must hold a current, clean and valid driving licence which includes either D1 or a PCV licence. The successful applicant will be required to undergo MiDAS training (or similar) and School Fire Warden training.

Skills and attributes:

- Reliable and trustworthy
- Punctual
- An ability to communicate with a range of people.
- Ability to work on own initiative and as part of a team.
- Flexible approach to working arrangements and willingness to provide cover for absent colleagues
- Sensitivity to user needs.
- Physical fitness at a level to enable the post-holder to fulfil all responsibilities and duties of the role.

Experience: Previous experience of driving a minibus or similar sized vehicles would be advantageous.

Responsibilities and Duties

Minibus driving

Be responsible for:

- the health and safety, comfort and welfare of pupils and staff whilst being transported in the vehicle.
- carrying out daily and weekly vehicle checks, and basic maintenance (topping up fluid levels, tyre pressures, etc.).
- reporting any vehicle defects, faults, incidents and accidents.
- ensuring the vehicle is in a clean and roadworthy condition before and after use.
- refuelling vehicles as required.
- covering for absent colleagues.

- working within health and safety guidelines and other guidelines that may be issued from time-to-time
- working within the constraints and guidelines as set out in the Minibus Drivers' Operating Instructions.

Security and site control

Be responsible for:

- unlocking School buildings in compliance with the scheme maintained by the Estate Manager
- being alert to and reporting to the Estate Office or the on-call Estate team any defects in premises or facilities that pose a risk to Health and Safety
- being aware of visitors to the School, particularly during the evening shift, ensuring that they are assisted where necessary
- being aware of the School's Traffic Management Plan and assisting in traffic management
- assisting to ensure the control of and smooth running of events
- responding to requests for assistance from School staff, pupils and visitors
- keeping an eye on CCTV monitors
- carrying out a late evening patrol of buildings and grounds after 21:00
- ensuring as far as practicable to do so that all lights are switched off, windows are shut and fire doors are closed as buildings are vacated for the day
- locking school buildings in compliance with the scheme maintained by the Estate Manager
- ensuring that the Main Gates are closed at the end of each evening shift at around 21:55 each day.

Safeguarding:

All staff members have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the policies and systems within the School which support safeguarding and must act in accordance with the School's Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate Safeguarding training which is regularly updated.

Terms and Conditions

The following particulars do not form any part of an offer of employment. Terms and conditions will be documented on appointment.

- 1. Appointment:** The School Minibus Driver and Facilities Assistant is appointed by the Head subject to the checks and enquiries set out in the School's Recruitment Policy. The appointee will be required to complete a confidential medical questionnaire (and medical examination where applicable), the costs of which will be met by the School.
- 2. Line Management:** The School Minibus Driver and Facilities Assistant reports to the Bursar via the Estate Manager.

- 3. Probationary Period:** This appointment shall be subject to a probationary period of two months during which the appointment may be terminated on one week's notice. This period may be extended by notice in writing given before the expiry of the initial period.
- 4. Hours of Work:** The Hours of work are as set out above.
- 5. Holiday Entitlement:** The School Minibus Driver and Facilities Assistant shall be entitled to the statutory minimum holiday entitlement (currently 28 days) calculated pro rata which is to be taken during the School holidays. Bank Holidays that fall during term time are working days.
- 6. Request for Absence:** The School Minibus Driver and Facilities Assistant shall make any requests for absence during term time in writing (letter or email) to the Estate Manager, who will make consistent and transparent judgements based upon the best interest of the pupils and the School. Sufficient notice must be given.
- 7. Salary & Pension:** Queen Margaret's has its own competitive salary scale. The salary for this post will reflect the responsibility attached to the role. The salary will be paid in monthly instalments in arrears from the agreed date of appointment and is inclusive of holiday pay. After three months in post the appointee will be enrolled in QM's own staff pension scheme, which is a contributory money purchase scheme (6% employee and 8.4% employer).
- 8. Notice Period:** Subject to the provisions of item 3 above in relation to the probationary period the appointee is required to give the School three months' notice (to be served whilst the School is in session) of his/her intention to leave this post. The School can terminate the contract of employment on one month's notice.
- 9. Meals:** Food and refreshments are not normally provided for this role.
- 10. Policies:** The School's **Family Leave Policy** which sets out its policy on maternity, adoption, paternity, shared parental and bereavement leave is available in its current form on the School's VLE. The School's **Staff Discipline Policy** which sets out details of the School's disciplinary, grievance and whistleblowing rules and procedures is available in its current form on the School's VLE.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Queen Margaret's School

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