

BROMSGROVE SCHOOL

A leading co-educational Boarding and Day School with excellent facilities set in 100 acres of attractive grounds.

Required

SCHOOL TRANSPORT PERSONNEL

We currently have an opportunity within the transport department for a part-time driver/escort.

Candidates must hold a county council minibus driving permit or a PSV licence (min D1) and a Driver CPC qualification or be prepared to obtain them.

Closing date for all applications is Monday 18th February 2019.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and DBS

JOB DESCRIPTION	Transport personnel														
Line Manager:	Transport Manager														
Hours of Work:	25 per week, term time only, (plus days prior to a term starting and a term ending) as directed by the Transport Manager														
Salary:	£ 8.25 per hour														
Holidays:	Paid entitlement is five weeks pro-rata														
Sickness Benefit:	<table><thead><tr><th>Length of Service</th><th>Full Pay (inc entitlement to Statutory Sick Pay)</th></tr></thead><tbody><tr><td>During probationary period</td><td>Nil</td></tr><tr><td>During first year</td><td>2 weeks</td></tr><tr><td>During second year</td><td>6 weeks</td></tr><tr><td>During years 3-5</td><td>8 weeks</td></tr><tr><td>During years 6-10</td><td>10 weeks</td></tr><tr><td>During year 11 and beyond</td><td>12 weeks</td></tr></tbody></table>	Length of Service	Full Pay (inc entitlement to Statutory Sick Pay)	During probationary period	Nil	During first year	2 weeks	During second year	6 weeks	During years 3-5	8 weeks	During years 6-10	10 weeks	During year 11 and beyond	12 weeks
Length of Service	Full Pay (inc entitlement to Statutory Sick Pay)														
During probationary period	Nil														
During first year	2 weeks														
During second year	6 weeks														
During years 3-5	8 weeks														
During years 6-10	10 weeks														
During year 11 and beyond	12 weeks														
Pension Scheme:	A contributory pension scheme is available up to 5%.														

GENERAL DUTIES

To ensure the safe transit of pupils in your charge on daily school transport and school activities.

SPECIFIC RESPONSIBILITIES

As Driver

1. To transport pupils to and from school as outlined and directed by the Transport Manager.
2. On every journey, to keep an accurate register of those pupils using school transport.
3. To carry out daily maintenance checks and valeting of minibuses as necessary to ensure safety at all times.
4. To advise the Transport Manager of any pupils who do not adhere to the school transport rules.
5. To transport on the various day and night time school activities as requested by the Transport Manager.
6. To report any problems/faults with designated minibus and other minibuses used in conjunction with the transport of pupils.
7. To maintain a level of discipline on the minibus to ensure the safety of all those aboard and other road users.
8. To attend any driving assessments / training necessary to renew driving permits or qualifications.
9. To assist in the delivery and collection of overseas pupils from all major airports.
10. Any other duties that may be required in order to ensure the efficiency of the school transport service.

As Escort

1. Is responsible for the care and supervision of the students whilst they are travelling to and from school.
2. Must meet and board the vehicle before the first student is collected.
3. Must register every student travelling.
4. Must supervise loading/unloading of luggage from vehicle lockers.
5. Must ensure students are securely seated and seat belts are fastened before the vehicle proceeds.
6. Must see the vehicle stops at each appointed stopping place and the students board the vehicle safely.
7. Must see the students leave the vehicle safely and are handed over to any acknowledged responsible person.
8. Must see that students alight at their appointed stops. No student should be allowed to leave the vehicle except at the appointed stop unless a change has been confirmed by the Transport Office.
9. To have regard to the safety and welfare of all passengers being transported at all times, including yourself.
10. To be a qualified first aider and to administer first aid as required.
11. To monitor key issues and report back to the Transport Office regularly on the following: vehicle condition, driver and student behaviour, route timeliness, incidents affecting students or the safety of the transport and proposals for improving the route and student care during transportation
12. May be asked to supervise one or more students

AIRPORT TRANSFERS

13. All the above
14. Outward journey - Check student/s in at the airline desk
15. Outward journey - Stay with students until airline staff take full responsibility
16. Inward journey – arrive at the terminal / airport before the flight lands
17. Inward journey – Sign and show ID to airline to take responsibility of UM student/s
18. Inward journey – Supervise students back to Bromsgrove School boarding houses

This job description is not necessarily a comprehensive definition of the role and the job holder may be required to undertake other duties which may reasonably be given to him/her by the Transport Manager from time to time. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment at any time, after consultation with the post holder.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Experience/Qualifications		
Full Driving Licence	*	
LEA Assessed		*
PSV/PCV D1 holder		*
CPC Driver qualified		*
Similar work experience		*
Skills, Knowledge and Abilities		
Good local knowledge of the area	*	
Basic vehicle maintenance knowledge	*	
Mechanical knowledge		*
Good communication skills	*	
Good Timekeeping	*	
Ability to be a team player	*	
Personal		
Able to use initiative	*	
Well presented	*	
Friendly	*	
Reliable	*	