

BRIEF FOR THE POSITION OF Minibus Driver



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Moon Hall School, Reigate provides a supportive school environment for dyslexic children where expectations for diligence and achievement are high. We enable our pupils to take full advantage of their intellect and talents by learning how to manage their dyslexia.

Our Values

Our ethos is underpinned by the basic values of:

- Tolerance
- Courage
- Respect
- Resilience
- Integrity

We practise and teach our pupils these values as well as those of democracy, diversity and equal opportunity. We welcome pupils of all religions and of none.

We know that in the right environment, with the right support and encouragement, all our pupils are capable of achieving their potential, both in their personal development and academically.

Our pupils are girls and boys, aged 7-16, from many of the Southeast counties. The pupils are encouraged to embrace their

wonderful and often creative way of thinking and celebrate – not fear – their dyslexia. Our school's primary purpose is to educate and support our pupils and to ensure their wellbeing.

We can only achieve these objectives for our pupils with highly committed, professional staff. We aim to work as a collegiate organisation with mutual respect for and reliance on, the contribution made by each other. Our staff have the knowledge and expertise to help our pupils succeed and excel in the learning environment that we provide. As a school, we understand the difference and know how to make a difference.

Job Description

Job Title

Minibus Driver

Responsible to

Transport Manager

Working hours

Part-time, term time only:

Variable according to the route

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Areas of Responsibility

- Driving a Moon Hall School, Reigate vehicle (usually a Minibus or People Carrier)
- Responsible for the safety, comfort and welfare of the pupils and staff.
- Carry out driver's daily vehicle checks, and to carry out basic maintenance if required.
- Report any vehicle defects, faults, incidents, accidents and prosecutions.
- Be responsible for the cleanliness of vehicles both inside and outside, and ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuel vehicles as required.
- If required, to cover for absent colleagues.
- Maintain and help to promote a good company image, working attire should be worn at all times and kept in a clean and tidy condition.
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time
- Work within the constraints and guidelines as set out in the Minibus Drivers' Operating Instructions.
- To undertake any other associated duties as required by the manager.
- Take responsibility for health and safety of Moon Hall School, Reigate vehicle and users

Training:

- Attend relevant training courses as identified and agreed, this will include Minibus Driver Awareness Scheme.
- First Aid at work one day appointed person training.

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Person Specification

Essential

- Clean driving licence (minimum 2 years).
- Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 01/01/1997).
- Be 25+ (for insurance purposes).
- Capability to maintain accurate vehicle and user records.
- Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.
- Experience of driving a large vehicle.
- Pleasant, approachable personality.
- An ability to communicate with a range of people.
- Patient manner.
- Ability to work on own initiative and as part of a team.
- Reliable and trustworthy.
- Honest, sense of responsibility and confidentiality.
- Flexible approach to working arrangements.
- Sensitivity to user needs.
- Willing to undertake training as appropriate.
- Willing to undertake additional training to enhance the services delivered by Moon Hall School, Reigate.

Desirable

- PCV licence holder.
- Geographical knowledge of Surrey

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General Requirements

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You comply with Moon Hall School's legal duties for Health and Safety.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Moon Hall School is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with School and local Safeguarding Board stipulations.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Moon Hall School exists to provide a quality all round education for pupils aged 13 – 18 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

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Application Form

If you are interested in applying for the above role, please follow the link below to our application form:

<https://forms.office.com/r/u3nj1btMz>

Privacy Notice

<https://www.moonhallschoolreigate.co.uk/userfiles/mhmvc/documents/01-about-us/07-school-policies/Privacy%20Notice%20-%20Job%20Applicants%20January%202022.pdf>