



# Bloxfordham School

## JOB DESCRIPTION AND PERSON SPECIFICATION

### ***MINIBUS DRIVER***

|  |                                  |
|--|----------------------------------|
| <b>Department:</b>                     | Operations and Logistics         |
| <b>Reports to:</b>                     | Operations and Logistics Manager |
| <b>Responsible to:</b>                 | Bursar                           |
| <b>Line Management responsibility:</b> | No                               |

### **JOB DESCRIPTION**

#### **Summary of the Role:**

Responsible for one minibus route collecting and returning pupils to and from school on specified routes.

#### **Departmental Overview:**

The Operations and Logistics Department at Bloxfordham School is dedicated to ensuring the smooth and efficient functioning of the school's daily operations. This department includes the management of sites, transportation, and domestic staff, all working together to provide essential support services. Our purpose is to coordinate and oversee logistical aspects such as facility maintenance, transportation services, and housekeeping, ensuring that the school environment is safe, clean, and conducive to learning. By streamlining operations and providing reliable support, the department enables students, staff, and faculty to focus on their educational and extracurricular pursuits, enhancing the overall school experience.

#### **Main Duties and Responsibilities:**

- Collect pupils at designated points on minibus route in the morning and return them to drop off points in the evening according to the timetable prepared by the Operations and Logistics Manager.
- Liaise with parents of pupils on a day-to-day basis.
- Maintenance including:
  - Daily vehicle walk around checks.
  - Sweeping out vehicle after details.
  - Washing and mopping vehicle weekly.

- Checking oil and fluid levels, fuel filling, changing light bulbs, checking tyre pressures and other checks specified by the Operations and Logistics Manager.
- Comply with school's Road Transport Policy.
- Carrying out other transport related duties specified by the Operations and Logistics Manager

*Other*

- Any reasonable requests made by the Operations and Logistics Manager, the Estates Manager or Bursar.
- Attend training courses as required.
- Obtain and maintain professional qualifications in-line with the role and responsibilities.
- Present a smart and professional image at all times.

**Other Duties and Responsibilities:**

- Adherence to the General Data Protection Regulations.
- Promoting and safeguarding the welfare of children and young persons for whom the post holder is responsible, or with whom they come into contact.
- Adhere to and ensure compliance with the School's Child Protection Policy at all times.
- Report any concerns to the School's Designated Safeguarding Lead.
- Comply with all health and safety provisions and systems provided by the school to practically prevent risk to the health, safety and welfare of all.
- Undertake such other comparable duties as reasonably required from time to time.

**CHILD PROTECTION**

Safeguarding and the promotion of our students' welfare, safety, physical and mental health by fostering an honest, open, caring and supportive climate is of paramount importance at Bloxham School. All staff are expected to share in this commitment and to ensure that they are familiar with all policies and procedures related to child protection and security.

**CONFIDENTIALITY AND DATA PROTECTION**

A strict code of confidentiality must be maintained at all times to protect the pupils and their families, other staff and the general business of Bloxham School. In line with General Data Protection Regulations (GDPR), information and other personal data may not be disclosed to third parties.

**CYBERSECURITY**

All employees are required to uphold the school's commitment to cybersecurity. This includes adhering to established security protocols, recognising and reporting potential threats, and participating in mandatory cybersecurity training sessions. Employees must practice safe online

behaviours, ensure the protection of sensitive information, and actively contribute to the prevention of cyber incidents. Your participation is crucial in upholding our collective responsibility to protect not only the school's information assets but also the privacy and security of our community and ensure a safer cyber space for everyone involved.

**PERSON SPECIFICATION**

|  | <b>Essential</b>  | <b>Desirable</b>  |
|--|---|---|
| <b>Qualifications</b>                              | <ul style="list-style-type: none"> <li>• Educated to GCSE Level or equivalent</li> </ul>  |   |
| <b>Knowledge and Experience</b>                    | <ul style="list-style-type: none"> <li>• Held a driving license for a minimum of 5 years</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience driving a minibus or van</li> </ul> |
| <b>Skills and Abilities</b>                        | <ul style="list-style-type: none"> <li>• Hold a full UK driving licence with category D, D1 or D101 entitlement</li> </ul>  |   |
| <b>Personal Qualities, Attitude and Behaviours</b> | <ul style="list-style-type: none"> <li>• Must be fit to drive in line with DVLA requirements</li> <li>• available to attending mandatory training days / courses, on or off site, as and when required</li> </ul> |   |