



## ROLE SPECIFICATION

### MINIBUS DRIVER – PART TIME

#### Context - our school

Morrison's Academy is a friendly, family-oriented independent day school in the heart of Perthshire. Generations of Morrisonians have benefited from the School's rich blend of academic, artistic and sporting experiences, going on to make their mark on the world as Olympic athletes, ground-breaking scientists, award-winning actors, adventurers, politicians and professionals. Our long tradition of academic success in boys and girls from 2 to 18 continues today with a contemporary Scottish curriculum and a programme of independent, child-centred learning that builds emotional intelligence, creativity and life skills, and encourages every child to strive for the highest.



#### Context - our families and team

Our young people are a delight to teach, and the staff and governors are helpful and supportive. Crieff is a vibrant community in a beautiful part of the country, at the gateway to the Highlands and in easy reach of the Central Belt. The Morrison's family is friendly and progressive; we have high expectations of one another and the confidence to encourage innovation.

We are committed to the career-long professional learning of all our staff. Our programme of Performance Reviews and generous CPD budget promotes continuous improvement within and beyond the classroom, with plenty of scope for colleagues to pursue interests and specialisms.



## **PART TIME MINIBUS TRANSPORT DRIVER**

### **Role**

The post holder will be responsible for driving the school minibuss during term time. There may be a need for driving the minibuss on an ad-hoc basis.

### **Qualifications**

#### **Essential**

- Full UK driving licence
- Classification D1 on driver's licence
- Previous experience in similar driving role
- MIDAS
- 5 years qualified driving experience

#### **Desirable**

- No penalty points on licence
- CPC Trained

### **Reports To**

Service Manager

**Hours of Work**

25 hours per week (plus more as required by school activities) to carry out driving duties. This role does, however, occasionally require a degree of flexibility to meet 'ad hoc' pupil transport requirements. Any extra hours worked will attract additional payment at the standard rate.

**Leave Entitlement**

The post holder will be entitled, without loss of remuneration, to all normal school holidays as published in the School calendar.

**Salary Scale**

Salary will be discussed during the interview process and will be dependent on experience.

**Benefits**

Membership of the School's pension scheme

generous Staff Discount on school fees.

Uniform

Additional Hours available

**The School Minibus Driver's principal tasks shall be:**

1. To be the main driver of the school minibus and to deliver children to and from school on a daily basis during term time.
2. The minibus driver will be required to collect a school minibus from the school site in the morning, carrying out daily checks of the minibus before leaving the site. The driver will conduct one run during the morning, collecting children from designated pick-up points and driving them to school. They will then conduct one run during the afternoon, collecting children from the school and dropping at the designated points for parent collection. They will be responsible for the safety and welfare of all passengers during the run. The minibus will be returned to school and return checks will be carried out.
3. To ensure that the school minibus is kept in good working order, sanitised before and after use and to report any defect as soon as possible. To ensure that the minibus is kept clean both inside and out.
4. Perform daily routine operational vehicle inspection and maintenance including: tyres (condition and pressures), oil, water, fuel, other fluids, brakes, lights, windscreen and wipers.
5. To comply with the individual responsibilities imposed by the Health & Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations (1999) and to cooperate with Management to promote a positive attitude towards Health & Safety at Work taking all reasonably practicable steps to prevent personal injury or injury to others. To comply with all current Covid-19 measures in place.