



GORDONSTOUN

Broader experiences, broader minds.

TRANSPORT DRIVER

Reports to: Transport Senior Driver

Job Purpose: To carry out the safe transportation of students, staff and visitors on behalf of Gordonstoun School.

Grade and working hours: 2AN, 30 Hours per Week (Term-Time only)

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

Major responsibilities of the role:

- Operating daily collection and delivery service locally for support staff.
- Transporting day pupils to and from school.
- Driving students to local pre-arranged medical, dental, optician, and hospital appointments, which may also involve escort duties.
- Transport pupils to various locations both within and out with school.
- Assist when needed for travel duty at the end and start of term, half-terms and leave outs for Airport runs and train station drop offs.
- Cleaning, inspecting and routine maintenance of vehicles.
- Keep wash bay area and Transport shed clean and tidy, empty drain on daily basis.
- Ensure vehicle security at all times.
- Simple record keeping.
- Incorporating handyperson role involving some manual lifting.

PERSON SPECIFICATION:

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	<ul style="list-style-type: none"> • D1 Driving Licence (up to 16 passenger seats) • Hold or successfully complete within 6 months in post the MiDAS certificate (Mini bus Driver Awareness Scheme) 	<ul style="list-style-type: none"> • Experience in towing • C1E & D1E category on Driving Licence 	Application form Driving License Check
Knowledge	<ul style="list-style-type: none"> • Basic Mechanical knowledge sufficient for routine vehicle checks • Awareness of passenger safety 	<ul style="list-style-type: none"> • Previous experience in carrying out routine vehicle checks 	Application form Interview
Skills and experience	<ul style="list-style-type: none"> • Proven safe driving record • Basic computer skills. • Experience driving 17 seat mini buses or similar sized vehicles • Cleaning, inspecting and routine maintenance of vehicles • Good communication skills 	<ul style="list-style-type: none"> • Proficiency in all MS Office applications. 	Application form References Interview Driving Assessment at Interview Driving License Check
Personal skills and qualities	<ul style="list-style-type: none"> • A positive and proactive attitude to manage different tasks. • Enthusiastic, diplomatic and calm under pressure. • Ability to follow written and verbal instruction • Someone who creates a positive and cooperative working environment. • A commitment to Gordonstoun's unique educational ethos. • A commitment to doing the best for students from diverse cultural backgrounds. • A smart appearance at all times with the supplied uniform 	<ul style="list-style-type: none"> • Team working 	Application form Interview
Child protection	<ul style="list-style-type: none"> • Suitable to work with children • A full PVG check will be completed on the successful candidate 	<ul style="list-style-type: none"> • Experience of working with children and young people 	References PVG check