

**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:**

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| **Attributes** | **Essential** | **Desirable** | **Assessment Method** |
| Education and qualifications | * 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) | * Experience in towing * C1E & D1E category on Driving Licence | Application form  Driving License Check |
| Knowledge | * Basic Mechanical knowledge sufficient for routine vehicle checks * Awareness of passenger safety | * Previous experience in carrying out routine vehicle checks | Application form  Interview |
| Skills and experience | * 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 | * Proficiency in all MS Office applications. | Application form  References  Interview  Driving Assessment at Interview  Driving License Check |
| Personal skills and qualities | * 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 | * Team working | Application form  Interview |
| Child protection | * Suitable to work with children * A full PVG check will be completed on the successful candidate | * Experience of working with children and young people | References  PVG check |