



Role Profile: PCV Minibus Driver

Purpose

We are seeking a reliable and trustworthy minibus driver to join our efficient and friendly Transport Team.

PART TIME, TERM TIME ONLY (may be required to shuttle vehicles to/from maintenance provider and undertake DCPC training during school holidays). Minimum of 5 hours per day.

Reporting To: Transport Manager & Business Manager.

Key Purpose of the Job: To transport students on our Home to School service, including transport to/from school sports fixtures and school trips as required. There will also be a requirement to shuttle vehicles to/from our maintenance provider and provide student and sometimes staff transport between our three sites.

Successful candidates will require an Enhanced DBS check together with a number of other Safer Recruitment checks.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services

Key Accountabilities (6-8 max)

- To observe at all times the current legislation and vehicle licensing law, including E.U Drivers Hours, W.T.D and daily pre drive, defect reports and route registers.
- Inform the Transport Manager immediately of any hazards, defects, non-compliance of Health and safety regulations or PCV Compliance regulations including any threat to the wellbeing of any students and staff.
- To transport staff and students on Home to School routes as per route register and other locations as required.
- To maintain the minibus by keeping it tidy and cleaned on a daily/weekly schedule basis or as requested. Additional cleaning requirements are in place until Covid-19 restrictions ease.
- To maintain and provide proper records as required and make available digital tachograph card for downloading as required.
- To be able to provide additional support as and when required across other departments i.e facilities.
- Ability to adapt to change in situations.
- To undertake any training as required.
- Ensure parents, students, and staff are treated with politeness and courtesy and be a good ambassador for the school at all times.
- Be flexible to work when required with reasonable notice.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

ESSENTIAL CRITERIA

- At least 21 years old.
- Held a full manual UK driving licence for a minimum of 24 months.
- Hold a minimum D1 PCV category licence without 101 restriction code or full category D PCV with not more than 3 points.
- Hold a current Driver CPC qualification and card.
- Hold a digital tachograph card.
- Undergo an Enhanced DBS Check.
- Good communicator with both adults and students.
- Ability to adapt to changing situations.
- The ability to work unsupervised and to prioritise workload during peak time.
- The ability to work as part of a small, friendly team and assist others when required.
- Good organisation and administration skills.
- Maturity and a calm friendly manner even when under pressure and the ability to employ tact and diplomacy in challenging situation.
- Good levels of written and spoken English.
- Attention to detail.
- Well-presented appearance and professional manner.
- Understanding of the importance of confidentiality.

DESIRABLE CRITERIA

- Experience in passenger carrying vehicles
- Experience in Home to School Transport operations
- A good understanding of EU Drivers Hours and WTD regulations
- Experience of working in a school or with young people is desirable
- Ability to adapt to change in situations

Key Stakeholders:

Internal

- Head and Senior Leadership Team
- Head of Departments
- All Teaching Staff
- Business/Administration Staff
- Facilities and Site Management Staff
- Students

External

- Cognita Schools staff
- Parents
- Visitors
- External Contractors

Remuneration

- Contributory pension scheme
- School fee discount
- Professional development
- Independent School Holidays
- Hourly Rate: £12.50