

## Post: Minibus Driver

### Reporting to:

1. Transport Manager
2. Transport Supervisor

### Prior Park Schools

---

Prior Park Schools (PPS) is a charitable trust comprising 3 independent but interdependent day and boarding schools set in the beautiful South West of England and Gibraltar. Prior Park College (PPC), the senior school and The Paragon School, the junior school, both in Bath and a senior school in Gibraltar. Each school provides high achieving, Catholic/Christian co-education. The heart of Prior Park Schools is the encouraging Christian ethos which nurtures over 1,000 pupils aged between 3 and 18 years to become confident, capable, compassionate, and independently minded young people.

Each School has a Head Teacher and a Leadership Team who lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Head Teachers and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding.

The Executive management of the schools is devolved to a Board called the Prior Executive Board (PEB) which comprises the Head Teachers of each constituent school, The Director of Operations & Finance, the Director of Development, and the Head of Compliance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education. The PEB is chaired by the Head of PPC with the agenda and papers provided by the Director of Operations & Finance.

### Purpose of the Role

---

Working as part of a team and reporting to the Transport Manager, through the Transport Supervisor, the Minibus Driver will play a daily and important part in the safe driving, of children and staff with routine checks and maintenance where appropriately qualified, (training will be provided) in support of Prior Park Schools. The Minibus Driver is a key role providing a reliable minibus service for our pupils, transporting them to and from the School, following routes and timetables as instructed. You may be required to take on additional driving duties from time to time to support additional school activities and events during the week with some weekends.

### Contacts

---

The Minibus Driver can expect to have a wide range of contacts with stakeholders both within and beyond the organisation. Contact with the external stakeholders (parents) is of particular importance.

### The Role

---

The Minibus Driver will report directly to and be line-managed by the Transport Manager. In their work the post holder will have day to day responsibility of a home to school and school to home route and some sports fixtures or events.

The role is based predominantly at Prior Park College but travel to other locations may be required as part of wider Prior Park Schools work.

The main areas of responsibility are:

- To ensure all children are escorted and delivered safely to school on time in line with all Health & Safety and Safeguarding policies and procedures.
- To drive the school mini-bus with utmost care and attention at all times in line with the requirements of the Highway Code.
- To ensure all children are secured safely and seated in line with the law before the vehicle moves.
- To understand your responsibility for safeguarding the well-being of the children who are passengers on the service.
- To be thoroughly reliable and punctual at all times and to use initiative and communicate clearly with the school if traffic problems prevent punctuality
- To ensure a daily safety inspection is made of the vehicle before use

In addition:

- Current holder of a valid clean driving licence with D1 entitlement
- At least 2 years' driving experience due to insurance requirements
- Able to demonstrate the ability to interact appropriately with young children and able to adjust communication style
- 'Outstanding Customer service' skills - pleasant and co-operative at all times
- Be able to uphold all health and safety and safeguarding procedures at all times
- Be courteous, caring and cheerful with our young passengers

## Line Management

---

*The Minibus Driver has no direct line management responsibilities.*

*The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.*

*JD reviewed November 2021*

## Professional Specification and Personal Attributes

---

The post holder will be personable, a good leader, have good time management, be calm under pressure and patient.

The post holder will be required to either hold, or be willing to gain appropriate, First Aid qualifications.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> <li>• Current holder of a valid clean driving licence with D1 entitlement</li> <li>• MIDAS training would be an advantage</li> <li>• Possession of a current first aid qualification</li> <li>• MiDAS Certificate and have a D1 entitlement on your driving licence then your application would be highly desirable</li> <li>• MiDAS Certificate and have a D1 entitlement on your driving licence then your application would be highly desirable</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to A level or equivalent</li> <li>any professional memberships</li> </ul>

Experience	<ul style="list-style-type: none"> <li>• Experience of driving passenger vehicles is highly desirable, but not essential</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a school or other educational establishment</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• A good understanding of local area</li> <li>• An understanding of maintaining roadworthiness for passenger carrying vehicles</li> </ul>	

## Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

## Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be always adhered to. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

## Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments and the Minibus Driver can expect to be involved in activities which may require physical exertion, as and when required, always observing health and safety regulations and practices.

Support for evening and weekend events may be required in agreement with the Transport Manager for which time off in lieu (TOIL) or paid overtime will be given.