


JOB DESCRIPTION		
JOB TITLE	Bus Driver / Caretaker	
HOURS	<p><b>Part time, 25 Hours per week (flexible)</b></p> <p><b><u>Morning Hours</u></b>  <b>6.30am to 9.30am - Monday, Wednesday, Friday</b> (3G pitch drag brushing)</p> <p><b><u>Afternoon Hours</u></b>  <b>2pm to 4pm – Monday to Friday</b> (Caretaking &amp; ad-hoc Minibus Driving)</p> <p><b>4pm to 6pm – Tuesday, Wednesday and Thursday</b> (after school extracurricular minibus)</p> <p><b>38 weeks per year – term time only &amp; additional hours, as agreed for trips etc.</b></p>	
REPORTS TO	Site Manager	
SUPERVISES	N/A	
		<b>Grade 5</b>

## PURPOSE OF THE POST

The job holder is responsible for safely transporting students to and from school in the school minibus. They must ensure the bus is in good operating condition at all times, pick up and drop off students as per the schedule, maintain order and security on the bus and obey all laws, regulations and rules of conduct. Additional hours may be required for school trips during the day or evening.

The job holder will also be responsible for 3G pitch brushing (using a grounds maintenance vehicle), light caretaking duties such as putting out chairs and tables, litter picking and portering.

We welcome applications from those interested in job share, full time or part time hours.

## THE ACADEMY VISION

Our vision is:

- To have high expectations and enable everyone to achieve success
- To celebrate high quality learning experiences in all areas of school life
- To be at the heart of the community, and prepare everyone fully for their future lives

Every single member of staff at the Academy is employed to translate this vision into effective action.

## RESPONSIBILITIES

1	Operate the school bus in a safe and effective manner according to all relevant legislation, policies and procedures in order to minimise the risk of injury and property damage.
2	Perform daily safety and maintenance checks to the Academy's minibuses. Perform minor maintenance duties on the Academy's minibuses such as changing oil, ensuring correct tyre pressures, replacing light bulbs, windscreen wipers etc. Refilling with fuel as required.
3	Advise the line manager of any requirements for maintenance or repairs and arranging for maintenance or repair work to be carried out.
4	Clean the minibuses as scheduled and/or required
5	Ensure the buses are safely and securely stored
6	Maintain schedules and maintain order on the Academy buses. Pick up and deliver students as per the schedule. Take attendance on the bus. Ensure students are aware of rules and responsibilities as

	passengers and maintain order and discipline on the bus. Note any breach of discipline and behavioural problems and report to the relevant member of staff.
<b>7</b>	Complete ad-hoc driving requests during the school day.
<b>8</b>	Deal with residents and members of the public in a courteous and respectful manner, including receiving complaints about schedules and levels and quality of service. Note down any such complaints and report to the line manager in a timely manner
<b>8</b>	3G pitch brushing (using a grounds maintenance vehicle) during pre-school hours
<b>9</b>	Complete light caretaking duties such as caretaking, ad-hoc cleaning duties, setting out chairs and tables, portering, litter picking.
<b>7</b>	Responsible for safeguarding and promoting the welfare of students
<b>8</b>	To undertake any other duties as may reasonably be expected by the Headteacher commensurate with grade and to comply with all whole school requirements in relation to health and safety, professional standards, dress code etc. Eaton Bank Academy is a non-smoking site, including the grounds and transport both on site and whilst on Academy business.