



Dinnington High School

Minibus Driver/ Groundsperson

Part of

LEAP

Multi Academy Trust

Post Title: Minibus Driver/Groundsperson

This post is a part time, term time temporary post to 19th July 2019.

Salary Scale: Band C £17,713.00pa FTE

Hours: 16hrs 15mins per week, 8.15 a.m. – 11.30 a.m Monday to Friday

Start: As soon as possible.

The closing date for applications is 3.00 p.m. on Friday 14th September 2018.

Job Description

To drive the minibus, transporting students between all schools within the trust, in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public at all times. To assist in the maintenance, upkeep and security of the school premises and grounds, ensuring a safe, secure and clean environment, as directed. You will maintain a good working relationship with colleagues, contractors and agencies employed by or working at the school/academy sites.

The post is based at Dinnington High School with the expectation of undertaking some grounds care duties whilst at any trust site.

Organisation

Your principal responsibilities will be for:

- Driving school category D1 vehicle.
- Responsible for the safety, comfort and welfare of the students.
- Carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance.
- Report any vehicle defects, faults, incidents and accidents.
- Be responsible for the cleanliness of the vehicle, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuel vehicles as required.
- Maintain and help to promote a good Trust image, working attire should be worn at all times and kept in a clean and tidy condition.
- Work within health and safety guidelines and other guidelines which may be issued from time to time.
- Work within the constraints and guidelines as set out in the school handbook.
- ensuring that the school grounds are maintained in a clean, safe and tidy manner through; routine and reactive litter clearing patrols; emptying of bins and disposal of waste, to help to maintain a litter-free site; clearing of snow and salt-gritting external areas, and
- carrying out basic grounds maintenance including maintaining and developing flower beds pruning of hedges, bushes and shrubs on the site.
- In addition, and dependent on availability and capacity, you may have limited involvement in:
 - carrying out porter duties, including setting up of rooms, acceptance and delivery of resources to departments, etc.

- routine and reactive cleaning of the school allocated to the premises team in accordance with procedures and requirements.
 - observing school safety and security procedures.
 - undertaking minor repairs, within the post holder's skills and qualifications, to school premises and site ensuring that matters requiring specialist assistance are reported in accordance with the school's procedures and requirements.
 - referral of enquiries from a variety of colleagues and visitors to the school.
 - keeping of records relating to work undertaken and ensuring duties and responsibilities.
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Resources

- Operate relevant equipment necessary for the job
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Responsibilities

- Compliance with all relevant Health and Safety, management and Risk, Operational, Personnel, Data Protection and Financial Regulations policies and procedures
- Ensuring equality of opportunity is afforded to all persons both internal and external to the school by actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other colleagues
- Attending and participating in relevant meetings as required
- Participating in training and other learning activities and performance development as required
- using resources effectively and efficiently and safeguarding assets.
- undertaking other duties and responsibilities as required from time to time commensurate with the grade of the post.
- being committed to safeguarding and promoting the welfare of children and young people.
- Occasional requirement to drive school minibus (where the postholder has a driving licence and the relevant vehicle category).

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the academy and the professional development of the staff.

Person Specification

	Criteria	How assessed*
Qualification	ESSENTIAL: Hold a current clean and valid driving licence D1 unrestricted or a PSV licence, D1 restricted (car licence obtained prior to 01.01/1997) considered	A/C
	DESIRABLE: MiDAS trained	A/C
	DESIRABLE: PCV licence holder	A/C
Experience, Skills & Knowledge	ESSENTIAL: Ability to keep control of children	A/I
	ESSENTIAL: An ability to communicate with a range of people	A/I
	ESSENTIAL: Ability to work on own initiative and as a part of a team	A/I
	ESSENTIAL: Capability to maintain accurate vehicle and user records	A/I
	ESSENTIAL: Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.	A/I/R
Personal Attributes	ESSENTIAL: Pleasant and approachable personality	A/I
	ESSENTIAL: Reliability and trustworthy	A/R
	ESSENTIAL: Honest, sense of responsibility and confidentiality	A/I/R
	ESSENTIAL: Flexible approach to working arrangements	A/I
	ESSENTIAL: Sensitivity to user needs	A/I
	ESSENTIAL: Willingness to undertake training as appropriate	A/I
	ESSENTIAL: Willing to undertake additional training to enhance the services delivered by school	A/I

* A – Application form; R – Reference; I – Interview; C – Certificates

Our mission is to help all students to “Achieve Excellence” via quality first teaching, responsive pastoral care and decisive leadership.

We welcome contact to discuss this post, as well as visits to our school. For further information, please contact Mrs E Preece on 01909 552416.

Application forms and all supporting information can be downloaded from the Academy website: www.dinningtonhigh.co.uk

Completed applications should be returned either by post to: Mrs E Preece at Dinnington High School, Doe Quarry Lane, Sheffield S25 2NZ or by email to recruitment@dinningtonhigh.co.uk

The Learner Engagement and Achievement Partnership is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the disclosure of criminal records can be found at <https://www.gov.uk/disclosure-barring-service-check>.

We undertake to make any “reasonable adjustments” to a job or workplace to counteract any disadvantages a disabled person may face.

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