

JOB PROFILE

MINIBUS DRIVER

To start: September 2024



Luckley
HOUSE SCHOOL



We are looking to recruit a friendly and enthusiastic Minibus Driver to join our team of drivers providing a safe and efficient transport service for our pupils on one of the School's designated bus routes.

The role will include:

- Operating one of the School's bus routes, collecting children from given pick-up points along the route and delivering them safely to school each school day morning and returning them safely in the evening.
- Ensuring the minibus is kept clean and in good condition, including, but not restricted to weekly cleaning of the bus, both inside and out, refuelling vehicle as required, ensuring signs inside the bus are properly attached and in good condition, regular visual inspection/checking of tyres, lights, oil, water, flue, etc and ensure additional work required is communicated immediately to the General Services Manager.
- Adhering to all school policies including Health and Safety guidelines for minibus drivers.
- Liaising directly with parents when necessary.
- Covering other minibus drivers as required.
- Undertaking any associated duties as required by the General Services Manager.

Essential requirements

- Hold a current, clean and valid driving licence DI unrestricted or a PCV licence or DI restricted (car licence obtained prior to 01.01.1997).
- Competent to undertake daily and weekly vehicle checks and carry out basic maintenance on the vehicle.
- Applicants will need to be DBS checked.

Experience, skills and knowledge:

- Experience of driving a large vehicle
- Pleasant, patient and helpful personality.
- Effective communicator.

- Ability to work on own initiative.
- Reliable and trustworthy.
- Flexible approach to working arrangements.
- Willing to undertake relevant training as appropriate.

Terms and Conditions

Start date: September 2024

Terms: Permanent, part-time

Monday to Thursday Afternoon shift: 16:00 – 19:00
Friday Afternoon shift: 16:00 – 17:30

Term time only plus INSET DAYS

Hourly rate: £12.73.

Non-contractual benefits

- School's Pension scheme with a generous employer's contribution as well as a death in service benefit.
- Staff at Luckley House School are eligible for a staff discount on basic tuition fees subject to their child(ren) meeting the entrance requirements.
- All staff may park in the school car park.
- Employee Assistance Programme (EAP).

How to apply

For further details, please contact HR on 0118 974 3207 or 0118 974 3223 or via email Recruitment@luckleyhouseschool.org

Alternatively, an application can be downloaded and submitted via the TES website at: www.tes.com/jobs/employer/-1002273

Closing date: Monday 30 September 2024 (noon)

(We reserve the right to interview and appoint before the closing date.)