

## Job Description

|   |                               |
|---|-------------------------------|
| <b>Job Title</b>  | Minibus Driver                |
| <b>Organisation</b>   | Berkeley Green UTC            |
| <b>Reporting to:</b>  | Senior Business Administrator |
| <b>Main Purpose of the role</b>   |                               |
| To provide a transport service to pupils  |                               |
| <b>Key Tasks / responsibilities:</b>  |                               |
| <ul style="list-style-type: none"> <li>• Driving College minibuses in a safe, legal way, via designated routes, in order to transport pupils from/to their home or agreed meeting points at the published times.</li> <li>• Keeping a register of those using the service.</li> <li>• Checking the vehicle for any damage, defects and faults and report accordingly to the UTC office.</li> <li>• Completing accurate and timely mileage logs for every journey undertaken.</li> <li>• Ensuring vehicles are free of litter and left in a safe and secure manner at the end of each journey.</li> <li>• Following Berkeley Green UTC policies and procedures regarding the safe transportation of pupils.</li> <li>• By arrangement and on a casual basis, carrying out other transport duties in liaison with the senior business administrator.</li> </ul> |                               |
| <b>Key Interfaces</b>   |                               |
| <ul style="list-style-type: none"> <li>• Senior business administrator</li> <li>• Office team</li> <li>• Parents</li> <li>• Students</li> </ul>   |                               |
| <b>Supporting College Goals and Values – all roles</b>  |                               |

In addition to the particular requirements and characteristics of individual roles, all people employed by SGS-AT are expected to actively support the achievement of the UTC's goals and, at all times, both internally and externally, to behave in a manner consistent with our mission and values.

This means:

- Performing your role and delivering your service in a way that helps the UTC achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.
- Promoting the image of the UTC as one that is committed to the highest standards of delivery and service.
- Sharing the UTC's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work.
- Sharing and prioritising the effective implementation of the UTC's Equality and Diversity Policy.
- Promoting and implementing best practice in Health and Safety,

**Measurable Performance Standards for this role**

- To support the achievement, progress and progression rates for learners receiving additional learning support

**Level of Disclosure and Barring (DBS) disclosure required**

Enhanced with barred list checks

**Author and Date**

**Gareth Lister January 2023**

**Job Evaluation (for HR Completion)**

| Score |  | Profile |  | Level |  |
|-------|--|---------|--|-------|--|
|       |  |         |  |       |  |

As the needs of SGS-AT change, so the above job profile, duties and location of the role within the Trust may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

## Person Specification

SGS Berkeley Green UTC

| Criteria  | Essential | Desirable | Assessed by           |
|---|-----------|-----------|-----------------------|
| <b>Qualifications and attainments</b>   |           |           |                       |
| Hold a Full UK Driving Licence (any penalty points must be disclosed at the time of interview)  | ✓         |           | Application           |
| Has the appropriate licence category (D1 or PCV)  |           | ✓         | Application           |
| <b>Experience and knowledge</b>   |           |           |                       |
| Local knowledge of the area and towns around the UTC  |           | ✓         | Application/Interview |
| A minimum of 2 years driving experience from the date on which a full UK driving licence was issued   | ✓         |           | Application/Interview |
| Previous experience of driving commercial vehicles  |           | ✓         | Application/Interview |
| <b>Skills and abilities</b>   |           |           |                       |
| Able to provide excellent customer service, including the appropriate skills to work with children  | ✓         |           | Application/Interview |
| Be able to liaise directly with parents   | ✓         |           | Application/Interview |
| Be welcoming, with good communication skills  | ✓         |           | Application/Interview |
| Can use and be prepared to carry a mobile phone during the course of each journey   | ✓         |           | Application/Interview |
| Criteria  | Essential | Desirable | Assessed by           |
| <b>Essential UTC attributes</b>   |           |           |                       |
| Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way | ✓         |           | Application/Interview |
| Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships  | ✓         |           | Application/Interview |
| Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner   | ✓         |           | Application/Interview |