

THE MARCHES ACADEMY TRUST

POST TITLE:	Casual Minibus Driver
GRADE:	SCP 4 (currently £12.65 per hour)
HOURS OF WORK:	Zero Hours
POST STATUS:	Casual

INTRODUCTION

Vision and Values - Our Vision – 'Achievement Through Caring'

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes.

PURPOSE

To ensure quality first teaching gives every child the skills to achieve in a caring environment.

RESPONSIBLE TO

- Operations Manager

OUTLINE OF THE ROLE

- We are seeking reliable and safety-conscious individuals to join our team as Casual Minibus Drivers. This flexible role is ideal for someone looking to work on an as-needed basis, supporting transport services for students, staff, or community groups. You'll play a vital role in ensuring passengers are transported safely, punctually, and comfortably.

MAIN DUTIES

- Safely operate a minibus to transport passengers to and from designated locations
- carry out vehicle checks and report any issues promptly
- maintain accurate records of journeys and mileage
- ensure the vehicle is clean and presentable at all times
- assist passengers with boarding and exiting the vehicle when required
- follow all road safety regulations and company policies
- communicate effectively with passengers, staff, and supervisors

WHAT WE OFFER

- Flexible working hours to suit your availability
- supportive team environment
- opportunity to contribute to a valued community service
- training and development opportunities.

STRATEGIC RESPONSIBILITIES

- ensuring the safety of minibus users
- maintain high standards of driving.

DEVELOPING SELF AND LEADING OTHERS

- Take responsibility for own professional development including maintaining an up to date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable)
- contribute to effective staff induction and professional development
- manage own workload, providing support where necessary and delegating where appropriate
- to ensure that professional duties are fulfilled, as identified in regular line management meetings and appraisal meetings.

OBJECTIVES AND OUTCOMES

- To be agreed with the successful post-holder once appointed

SAFEGUARDING

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting

OTHER INFORMATION

The duties may be varied to meet the changing demands of the school/ Trust at the reasonable discretion of the Headteacher/ Line manager. The post holder may have opportunities to work or support other schools within the Marches Academy Trust. This job description is not exhaustive and does not form part of the contract of employment. It describes the key duties that the post holder is expected to perform.

The Marches Academy Trust is committed to safeguarding and promoting the welfare of the children in our care and as such this post is exempt from the Rehabilitation of Offenders Act 1974. All applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.