**THE MARCHES ACADEMY TRUST**

POST TITLE: Administrator

GRADE: Grade 4

**HOURS OF WORK:**  **Minimum 10 hours per week**

FULL TIME/PART TIME Part-time

POST STATUS: Permanent

REPORTING TO: Operations Manager

INTRODUCTION

Vision and Values - Our Vision – ‘Achievement Through Caring’

We believe: Successful creative lifelong learners participate in a journey of self-discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.

We offer:

* A supportive environment with an experienced team where you will be invested in and valued
* A varied and exciting role – building relationships with a range of colleagues across the Multi-Academy Trust
* A varied day with different experiences and challenges
* A Talent Pathway that offers you continued professional development and learning for you as an individual

Purpose

# To be a casual minibus driver for the school's home / school transport provision; including routine safety checks on the vehicles.

**Duties and responsibilities**

Operating a specific bus route, collecting children from given pick-up points along the route and delivering them to school (mornings); collecting them from school and dropping them back at the given points (afternoons)

Ensuring that the minibus is kept clean and in good condition, including, but not restricted to:

* Cleaning of the bus, both inside and out
* Ensuring signs inside the bus are properly attached and in good condition
* Ensuring that any additional work required is communicated immediately to the Operations Manager
* Adhere to all school policies including Health and Safety guidelines for minibus drivers
* Liaise with the Operations Manager regarding bus schedule and bookings on a regular basis

VEHICLE SAFETY - To carry out a check before leaving school, completing a Safety Check Record of the following (plus a weekly check on wheel nuts): • Oil level • Fuel • Coolant • Tyres • Windscreen wipers and washer level • Lights • Horn/mirrors • Brakes

**Safeguarding**

* Be aware of and comply with safeguarding responsibilities as outlined in the school’s Staff Code of Conduct and related policies and procedures.

**Data Protection and other statutory responsibilities**

* Be aware of and comply with data protection responsibilities as outlined in the school’s Staff Code of Conduct and related policies and procedures.

**Other Duties**

* Any other duties that the Headteacher feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

*“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such 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.”*

**Note**: The Marches Academy Trust Schools are a designated no smoking workplace. There is an expectation that staff maintain a professional dress code and that ID badges will be worn and will be on show.