



The Sisters of the Sacred Hearts of Jesus and Mary

Care Philosophy

The underlying principle which fashions the philosophy of care at any place run by the Sisters of the Sacred Hearts of Jesus and Mary is a Christian one. Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each person in our care or to whom we provide a service.



JOB PROFILE

Department	Support Staff
Job Title	School Driver
Reports To	Operations Manager
Responsible To	Principal
Grade	Grade 2
Job Purpose	To drive the school vehicles as and when required particularly to swimming and other leisure activities for the students at Pield Heath House School.

JOB DESCRIPTION

Main Duties and Responsibilities

- Driving the minibus and cars for the school and the convent as and when requested.
- Ensure the vehicle is safe by completing the pre-drive checklist before each journey.
- Ensure the fuel tank is kept topped up and the vehicle is ready for the next journey.
- Wash the school vehicles making sure that the interiors are clean and that the safety belts are working correctly - reporting any defects to the office.
- Carry out routine maintenance and repairs on the school vehicles as necessary and in line with the minibus policy, informing the office if garage repairs are needed.
- To undertake other duties that reasonably corresponds to the level and general character of the post which the Principal may require from time to time.

General

- Attend relevant training and take responsibility for your own professional development.
- Maintain a professional portfolio of evidence to support your Performance Management process.
- Make a positive contribution to the overall ethos, vision and aims of the school.
- Be aware of and comply with policies and procedures relating to child and vulnerable adult protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



- Undertake any other duties, commensurate with the post

Responsibility

- For ensuring that all legal duties are complied with whilst in charge of the vehicle(s).
- For ensuring you are legally entitled to drive the vehicle.
- Responsible for the safety of the students and staff whilst in the vehicle ensuring all passengers are seated and wearing their seatbelts during the journey.
- To ensure the vehicle is safe for use.
- To treat all users of the vehicles, all other road users and everyone you meet outside of the school with courtesy and consideration, presenting a positive personal image to the community to create a good impression of the school.
- For complying with the school's minibus policy.
- For undertaking the duties accurately and efficiently and prioritising own workload.
- For meeting all necessary deadlines set by managers, Senior Leaders and external agencies.
- For bringing matters to the attention of senior staff when necessary.

Decision Making

- Routine decisions regarding the organisation of own work.
- When it is necessary to refer matters to senior staff and when decisions can be taken within guidelines set.
- When matters are confidential or need to be dealt with sensitively- especially when child protection is involved.

Main contacts and reason for the contact

Operations Manager – To check, on a weekly basis, trips for the following week over and above usual duties.

Teaching Staff – Additional trips as required.

School Staff – Liaising with them re drop off points etc.

Children and Young People – To transport them to and from activities.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The post holder will be expected to undertake other tasks commensurate with the general level and responsibility of the post as decided by the Principal and/or Governing Body in the context of the schools changing needs.

The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

Posts working with children and/or vulnerable adults will be subject to an enhanced DBS. Field Heath House School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

We recognise the value and worth of those people who we work with and seek to uphold standards of the highest quality. This is to reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination. This means a true partnership between the organisation, parents/carers and authorities or other stakeholders, which will promote the physical, intellectual,



emotional and social development of our young people or others in our care, in order that they may achieve their full potential.

The Post Holder is expected to uphold the Christian ethos of the school.

Postholder Name: _____

Signature: _____

Date: _____



PERSON SPECIFICATION

Criteria		Essential	Desirable
<u>Qualifications and Training</u>	A current, clean, valid driving licence.	✓	
	DI entitlement on diving licence – MIDAS training can be provided.		✓
<u>Knowledge and Experience</u>	Owing to insurance requirements for use of school minibuses the successful applicant will be aged 25 or over.	✓	
	Experience of working in a similar role.		✓
<u>Skills and Abilities</u>	Ability to maintain accurate vehicle records.	✓	
	Competent to carry out daily and weekly vehicle checks and complete basic maintenance.	✓	
	Able to work on own initiative and part of a team.	✓	
	Able to communicate with a range of people	✓	
<u>Personal Attributes</u>	Patient and helpful.	✓	
	Reliable and trustworthy	✓	
	Flexible approach to working arrangements.	✓	