



Westbourne
House School
CHICHESTER

JOB DESCRIPTION

MINIBUS DRIVER

Responsible for: the wellbeing of pupils under their care during the journey

Consulting with: Bursar, School Secretary (Prep and Pre-Prep) and Parents

Reporting to: Bursar

Duties and Responsibilities:

- To drive the school minibus and be responsible for the allocated vehicle and pupils.
- To ensure the pupils are safely transported to school.
- To conduct a safety check of the vehicle before each journey.
- To ensure the vehicle is in good working condition by maintaining paperwork and completing daily log records, including reporting any defects.
- To ensure a high standard of cleanliness and hygiene throughout the vehicle.
- To participate in any relevant training required for the role.
- To liaise with the Bursar and Prep School Secretary to discuss the running of the service, ensuring that the pick-up times and points remain suitable.

Generic:

- Attend all statutory training that is required to work within a School.
- Be sympathetic to the school's aims and ethos.
- Westbourne House uses the High Performance Learning philosophy to guide all pupils in becoming good learners. The school believes that all pupils have the potential to perform at the highest level regardless of their current performance level. The Advanced Cognitive Performance Characteristics (ACPs) and Values, Attitudes and Attributes (VAAs) of HPL are the "thinking" and "behaviour" characteristic and these are delivered specifically and systematically throughout the curriculum.
- Take part in the school appraisal system.
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- All staff are to read the latest edition of Keeping Children Safe in Education (KCSIE) and sign the list in the office to confirm this has been read and understood.

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description.
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

Safeguarding

Westbourne House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure & Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management.