

FARLEIGH

SCHOOL

JOB DESCRIPTION	Minibus Driver / Maintenance Assistant
Responsible to:	Estates Bursar
Purpose of the job:	<p>The school Minibus Driver is responsible for safely operating the school minibus on a regular daily schedule, for both pupils and staff.</p> <p>Assists in the smooth running of the facilities of the school during term time and contributing to their maintenance and repair during holiday periods.</p>
Particular Responsibilities & Tasks	<p>Minibus Driver</p> <ul style="list-style-type: none"> • Operate the school minibus in a safe and efficient way according to all relevant legislation, policies and procedures • Perform daily safety and maintenance checks • Clean the minibus as required • Ensure minibuses is parked safely and securely • Advise the Maintenance Team of any requirements for maintenance or repairs • Pick up and deliver students and staff as per a set schedule • Take attendance on the school minibus • Ensure students are aware of rules and responsibilities as passengers • Maintain order and discipline on the school minibus and keep records <p>Maintenance Assistant (term time)</p> <ul style="list-style-type: none"> • Maintaining vehicles (incl. washing, cleaning after trips and re-fueling) • Distribution of deliveries and stock • Maintenance work involving light, general DIY and manual handling • Security patrols and locking up procedures • Setting up and packing away event equipment • Routine maintenance duties involving; cleaning, sweeping areas and waste disposal • Car park and traffic management <p>Maintenance Assistant (during holidays)</p> <p>In addition to the above duties:</p> <ul style="list-style-type: none"> • Leaf blowing and jet-washing across the site • Collection of post • General DIY projects such as, simple construction and decorating • Collecting materials and goods • Manual handling i.e. moving furniture and goods around the site • Any other duties, commensurate with the role, as and when required
Review	This job description will be reviewed and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.
Safeguarding	Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will undertake your role and responsibilities in accordance with Farleigh School Safeguarding and Child Protection Policy and Guidelines. The successful applicant will be required to have an enhanced DBS disclosure.