



THE MOUNBATTEN SCHOOL

Role Title:	Minibus Driver
Grade:	Grade B
Reports To:	Facilities Manager
Hours/Working Weeks:	25 hours per week Monday – Friday 6.45am – 8.45am and 2.45 pm to 5.15pm The remaining contracted 2.5 hours to be allocated on a weekly basis in line with the needs of the school 39 weeks per year
Role Purpose: (why the role exists)	Working as part of a team to provide school transport services to students on designated routes in the local area.

GENERAL STATEMENT

To represent The Mountbatten School in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for school employees. Attendance at training courses may be required as part of professional updating.

DATA PROTECTION STATEMENT

All staff have a responsibility to handle personal data in accordance with UK GDPR, the Data Protection Act 2018, and the school's data protection policies. This includes processing personal data only for legitimate purposes relevant to your role, maintaining strict confidentiality of any sensitive information you encounter, ensuring information is stored securely and accessed only on a need-to-know basis, and following appropriate procedures when sharing data with colleagues, parents, or external organisations. Support staff must report any data breaches, security concerns, or requests for information immediately to the Data Protection Officer or line manager. All support staff must complete mandatory data protection training and adhere to all guidance provided to safeguard the privacy and rights of students, colleagues, and the wider school community.

ROLE REQUIREMENTS

Key Attributes/Experience:	Responsible for the health and safety, comfort and welfare of students and staff whilst being transported in the vehicle. Carrying out daily and weekly vehicle checks, and to carry out basic maintenance (topping up fluid levels, tyre pressures, etc.) Reporting any vehicle defects, faults, incidents and accidents.
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	Ensuring the vehicle is in a clean and roadworthy condition before and after use. Cleaning and maintaining the minibus fleet. Refuelling vehicles as required. Taking vehicle down to the garage for regular safety checks & minor repairs. Covering for absent colleagues. Working within health and safety guidelines and other guidelines that may be issued from time-to-time.
Qualifications:	Must hold a current, clean and valid driving licence which includes either D1 or a PCV licence.
Skills:	An ability to communicate with a range of people. Ability to work on own initiative and as a part of a team. Reliable and trustworthy. Flexible approach to working arrangements. Sensitivity to user needs.
Experience:	Good geographical knowledge of local area. Previous experience of driving a minibus or similar sized vehicle would be advantageous. Driving licence must allow driving of a minibus with up to 16 passengers. Willingness to complete MIDAS (Minibus Driver Awareness Scheme) certificate, if not already obtained.
Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability	Apply and enforce all HCC guidelines and statutory obligations in these areas to ensure compliance. Identify and offer to the team all suitable training and development opportunities in these areas.

Please Note:

The post-holder is required to respect the confidentiality of matters relating to students and other members of staff. The post holder must be aware of and comply with the requirement of the Data Protection Act (DPA), details of which are available from the Director of Business Services. Manager.

NOTES

- The School and site are open between the hours of 7.00 am and 10.00 pm and support staff may occasionally be requested to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed by the line manager and processed via the Head of HR.
- A term time contract is for 39 weeks. Support staff are required to take their own holiday during the school holiday periods.
- If there are exceptional cases where time off is granted in term time it will either be as:
 - a) Unpaid leave, or;
 - b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (either unpaid or in lieu) for:
 - a. Overtime which has been worked by agreement with the Headteacher/Director of Business Services.
 - b. Attending a special event e.g. graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW

All support staff undertake an annual appraisal in line with school policy and practice. This postholder's Appraisal will be line managed and undertaken by the Facilities Manager.

Date Prepared:	9 July 2021
Prepared by:	Beverly Ward, Head of HR
Date Reviewed:	08 October 2026
Reviewed by:	Chris Goodrich, Chief Financial and Operations Officer