

DRIVER/PUPIL ESCORT JOB DESCRIPTION

Job Title:	Driver/Transport Co-ordinator
Location:	Heybridge Co-operative Academy
Grade / Allowances:	Band 3 to Mid point (£9.94 to £10.97 per hour)
Contract Type	Casual
Reporting to:	Headteacher
Responsible for:	N/A

MAIN PURPOSE

To drive pupils to and from school each day using the Academy's minibus/car. Must hold a full UK driving licence. We expect this to be a split-shift role with up to 2 hours in the morning and 2 hours in the afternoon, due to the nature of the transport requirements at the school this role is casual and therefore required hours may change on a weekly basis.

PRINCIPAL ACCOUNTABILITIES

- Collect individual or groups of children at allotted time from their home each morning and safely drive to school or off-site provision.
- Collect individual or groups of children at allotted time from school or off-site provision each afternoon and safely drive home.

DUTIES

- On arrival at child's home, school or off-site provision collect child and ensure they are safely strapped into the vehicle.
- On reaching school, off-site provision or home ensure child is delivered to a member of staff in the school entrance, off-site provision or parents/guardians home respectively.
- Receive and transport any messages, bags etc from home to school and vice versa.
- Contact parents and school well before allotted collection times if illness prevents driver from working.
- Report to parents and school any observations or actions that had to be taken relating to the child's health whilst in transit.
- To plan and coordinate student transport with the Office Manager as required.
- To carry out regular vehicle checks in accordance with the planned maintenance schedule.

GENERAL

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Working with or caring for children
	Knowledge of relevant policies and procedures	Knowledge of First Aid appropriate to support client
	Literacy	Basic reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Basis car/driving safety
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult with children and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing

Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data	Understand procedures and legislation relating

Protection	to confidentiality
CPD	Be prepared to develop and learn in the role



SAFEGUARDING

Keys Co-operative Academy Trust (KCAT) is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

Keys Co-operative Academy Trust is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation. The information below provides pre-employment screening guidance for candidates applying to this job at Keys Co-operative Academy Trust.

Pre-Employment Checks appropriate to this Job Profile

- Identity
- Medical Screening
- References
- Qualifications
- Self Disclosure
- Enhanced DBS Check
- DBS Barred List Check
- Right to work in the UK
- Individuals who have lived outside the UK
- Childcare disqualification check

TRUST VALUES

'Great things happen when people co-operate. Through learning we empower and inspire individuals, co-operatives and communities to use co-operative values and principles to build a fairer world'

✓ Self-help

We encourage all within the Trust to help each other, by working together to achieve shared goals

✓ Self-responsibility

We encourage all members of the Trust to accept responsibility for themselves and others

✓ Democracy

We give everyone a say in the way we run our Trust

✓ Equality

We ensure that everyone enjoys equal rights and benefits

✓ Equity

We will treat everyone fairly

✓ Solidarity



We are committed to supporting each other.