# Job Description

*(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).*

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| **Post Title:** | **Bus Driver (Casual)** |
| **Post Reference:** |  |
| **Reports to** | **Faculty Director** |
| **Department** | **T50, T51, T59** |
| **Grade** | **SCP016-SCP018** |
| **Contract** | **Casual** |
| **Location** | **Kirkley Hall Campus** |

# OVERALL PURPOSE

The primary purpose of the casual bus driver role is to provide safe, reliable and professional transportation services for students and staff at colleges within EPNE, primarily those based at the Kirkley Hall Campus.

# ROLE PURPOSE

The role of the casual bus driver involves driving college-owned vehicles to facilitate trips, visits and other educational activities, ensuring compliance with all safety standards and regulations. The driver will act as an ambassador for the college, fostering a welcome and supportive environment for passengers while maintaining flexibility to meet the varying demands of schedules.

 

# KEY ACCOUNTABILITIES

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| **Lead Responsibilities**   * Ensure safe transportation whilst driving college vehicles, including mini buses, to transport students and staff to trips, visits and other educational events. * Ensure the safety and comfort of passengers at all times. * Adhere to all road traffic laws, college policies, and vehicle operation regulations * Perform regular pre and post trip vehicle checks to ensure roadworthiness and report any maintenance issues promptly * Assist with the boarding and disembarking of passengers, ensuring accessibility and inclusivity for all students, including those with additional needs. * Maintain a professional and courteous demeanour as a representative of the college * Follow assigned routes and schedules, making adjustments as necessary to accommodate traffic, delays, or changes in plans. * Communicate effectively with trip organisers and college staff regarding trip logistics and timing. * Maintain accurate records of trips, mileage, and any incidents or issues encountered during transportation. * Ensure compliance with documentation requirements for safeguarding and health and safety * Ensure the proper use and functioning of seat belts and other safety equipment. * Be prepared to respond to emergencies, including administering basic first aid if required (where training has been provided) * Keep the vehicle clean and presentable for use * Report any damage, wear or maintenance needs to the appropriate college department. * Be available by arrangement for work on a casual, as-needed basis, including early morning, evenings and weekends, depending on the needs of the college. * Contribute feedback to the wider team to improve services and address challenges. * Assist in the development and implementation of policies, procedures and risk assessments to ensure compliance with health and safety regulations and ethical standards   .  **General Responsibilities**   * Take responsibility for own continuous Professional Development * Attend where appropriate and proactively contribute towards course, faculty and College level meetings. * To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. * Ensure a safe and secure environment for students in accordance with the College Safeguarding and Health and Safety Policies and complete appropriate risk assessments in line with College Risk Assessment Policy. * Undertake such other duties as are reasonably allocated either permanently or from time to time. * Work at any of the College sites on a temporary or indefinite basis – in line with your contract of employment |



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|  | | | | **ASSESSMENT METHOD** | | | |
| **PERSON SPECIFICATION – Job Title: Equine Groom Post Reference: 6513** | **Essential** | **Desirable** |  | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| **Qualifications** |  |  |  |  |  |  |  |
| Certificate in Education, PGCE or equivalent or willing to complete within two years of starting the position |  |  |  |  |  |  |  |
| Full Level Three Diploma in relevant subject areas |  |  |  |  |  |  |  |
| Degree in relevant subject area |  |  |  |  |  |  |  |
| Full level two diploma in relevant subject areas |  |  |  |  |  |  |  |
| Machinery and certificates of competence if applicable to the role |  |  |  |  |  |  |  |
| **Experience** |  |  |  |  |  |  |  |
| Relevant experience in the relevant sector |  |  |  |  |  |  |  |
| Teaching experience |  |  |  |  |  |  |  |
| Be able to demonstrate a student centred approach to teaching |  |  |  |  |  |  |  |
| Knowledge of the process of continuous review and improvement |  |  |  |  |  |  |  |
| **Skills and Understanding** |  |  |  |  |  |  |  |
| Be able to display initiative, be positive and friendly |  |  |  |  |  |  |  |
| Display energy and enthusiasm for the topic being taught |  |  |  |  |  |  |  |
| Possess excellent communication skills both written and oral |  |  |  |  |  |  |  |
| Possess high personal standards, be conscientious and have skills in self-evaluation |  |  |  |  |  |  |  |
| Be a team player |  |  |  |  |  |  |  |



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|  |  |  |  |  | **ASSESSMENT METHOD** | |  |
| **PERSON SPECIFICATION – Job Title: Equine Groom Post Reference: 6513** | **Essential** | **Desirable** |  | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| Suitable to work with children and young people |  |  |  | Criminal records check via DBS |  |  |  |
| Willingness to undertake appropriate Continuing Professional Development |  |  |  |  |  |  |  |
| Ability to meet the transport requirements of the post. |  |  |  |  |  |  |  |
| Able to work weekends and unsocial hours if need be |  |  |  |  |  |  |  |
| To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. |  |  |  |  |  |  |  |
| To uphold British Values, the college values and responsibilities with regard to equality and diversity. |  |  |  |  |  |  |  |
| To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation. |  |  |  |  |  |  |  |