



**Part time - Minibus Driver**

Hourly Rate £12.38

35 weeks a year

Hours per week to be agreed

Various positions available

Start date: asap

Closing date: when filled

## Minibus Driver

In this application pack you will find information about the position, a **job description** which outlines the tasks that the successful candidate should expect to undertake once in post, and a **person specification** which outlines the kind of person we are looking for. Some general information about the school, our Safeguarding Policy and a **standard application form** valid for all vacancies are to be found in the Job Opportunities page of the school's website. Please read this information carefully.

The details of this role are as follows:

- Working hours: various shifts available:  
  
6:35am 8.05am Monday-Friday (TWE)  
  
15.45pm – 17.45pm Monday-Tuesday-Wednesday-Friday & 14.45-16.45pm Thursday (TWEVE)  
  
5:45am 9.30am Monday-Friday (BNE)  
  
15.15pm – 19.00pm Monday-Tuesday-Wednesday-Friday & 14.30-18.15pm Thursday (BNEVE)  
  
5 days a week during term time – hours per week to be negotiated - 35 weeks per year
- Annual leave: School holidays
- Contract type: Permanent
- Salary: £12.38 per hour
- Start date: ASAP
- Probationary period: 3 months

If you have any queries or need further information about the position please do not hesitate to contact HR by email [hr@michaelhall.co.uk](mailto:hr@michaelhall.co.uk)

## Application process

To apply for this role you will be required to complete the school's standard application form (which you can find on the Job Opportunities page of our school website) and return it electronically to [hr@michaelhall.co.uk](mailto:hr@michaelhall.co.uk) or by post with any requested supporting documentation.

Please note that it is not necessary to enclose a separate CV, although you may do so if you wish – however, we still require a completed application form.

You will be notified as soon as possible after the closing date, if you have been selected for an interview.

We reserve the right to close the role when we have found a suitable applicant and prior to the closing date.

If you do not hear from us in the week following the application deadline, your application has been unsuccessful on this occasion.

*Michael Hall School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.*

*Michael Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an enhanced DBS check.*

**Job Description - Part-Time Minibus School Driver**

**Reporting to:** The Estate Manager

**Purpose of the job**

The school bus driver is responsible for the safety and wellbeing of the children using the school bus service.

**Main duties and responsibilities – This is a summary, a full job description is available on application for each route and shift**

- Various hours available
- Collect School Bus from the Maintenance department.
- Carry out basic routine safety checks on the school bus prior to departure.
- Ensure prompt arrival at the first collection point on your allocated bus route.
- Ensure that a register is taken and that any unexpected absences are followed up by telephoning the parents in the morning, or checking with Reception in the afternoon.
- Manage the route in a timely manner to ensure that pupils arrive at school for 08.00am and at all stops on route at the allotted time.

**Person Specification**

<i>Skills</i>	Driving licence – including D1 category is <b>essential</b>  Experience of driving school children would be preferable
<i>Personal Qualities</i>	Enjoys working with children  Communicates well with children and parents  Organised, efficient and punctual  Flexible attitude