**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MOULTON COLLEGE – JOB DESCRIPTION**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title:** Driver

**Department:** Transport

**Hours:** 37.5 hours per week over 37 working weeks

**Responsible to:** Transport Co-ordinator

**Reports:** n/a

**Salary / Scale:** Support Spine - Band 4 Point 16 £18,784.00 per annum (pro rata for part-time)

**Date of Issue:** October, 2021

**Organisation Chart:**

Director of Student Services

Transport Co-ordinator

Driver

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Aims and Purpose of the Post**
   1. To provide routine transportation of students and staff between college sites during the College day.
   2. To maintain a smooth running of transportation.
   3. To promote acceptable levels of behaviour with students using home to college transport.
2. **Specific Responsibilities**
   1. To efficiently collect and transport students to and from College operating the designated routes as required.
   2. To manage student conduct in accordance with College policies.
   3. To check the possession and validity of bus passes and report any anomalies to the Transport Co-ordinator.
   4. To travel on student transport to promote acceptable levels of student behaviour as required.
   5. To transport students and goods between College sites as required.
   6. To carry out routine daily checks to vehicles to ensure safety standards are maintained.
   7. To report vehicle defects / concerns to the Transport Co-ordinator appropriately.
   8. The refuelling of vehicles and routine oil/water checks as required.
   9. To maintain high standards of cleanliness and appearance to the interior and exterior of the vehicles.
   10. To support and assist Caretaking staff with their duties as required.
   11. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   12. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   13. To manage student conduct in accordance with College policies.
   14. To operate safe driving practices, adhering to speed limits and other road regulations.
   15. To undertake occasional weekend journey’s by prior arrangement.
   16. To undertake driving on alternative transport routes to cover for staff absence etc.
   17. To attend day and evening meetings, courses etc. Considered to be of benefit to the College and the individual.
   18. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   19. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   20. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   21. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

Corporate Uniform Free on-site parking

Subsidised catering On-site Gym

(\*\* = Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed;……………………………… Date;………………………………

|  |
| --- |
| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

|  |
| --- |
| **Person Specification – Driver** |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Must have full, clean UK driving licence | X |  |
| Categories D1, DI + E on driving licence |  | X |
| Commitment to and evidence of CPD |  | X |
| **Experience & knowledge** |  |  |
| Experience of working with children and young vulnerable adults | X |  |
| Minimum of 2 years driving experience with a licence to drive Mini bus and trailer |  | X |
| **Skills / Ability** |  |  |
| Ability to use judgement and initiative | X |  |
| Ability to work effectively with little supervision | X |  |
| Capable to undertake daily and weekly vehicle checks and carry out basic maintenance | X |  |
| **Personal Attributes** |  |  |
| A caring, helpful and considerate approach | X |  |
| Willingness to operate flexibly | X |  |
| Strong team player | X |  |
| Outstanding interpersonal and communication skills | X |  |
| Sensitivity to user needs | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.