



Stowe Valley  
MULTI ACADEMY TRUST

## JOB DESCRIPTION

<b>Mini Bus Driver</b>	
<b>Scale</b>	Scale C Point 2-3
<b>Hours</b>	To be agreed
<b>Section</b>	Support
<b>Responsible to</b>	Headteacher

<b>Job Purpose</b>	Transportation of students as part of the Home-to School service
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<b>Duties &amp; Responsibilities</b>
<ul style="list-style-type: none"><li>• Ensure the well-being and safety of our students transporting students to and from school, ensuring punctuality and adherence to schedule.</li><li>• Ensure the safety of all passengers during transit, following all road safety regulations and school policies.</li><li>• Conduct pre-journey safety checks, maintaining vehicle tidiness, and performing regular light maintenance tasks such as oil and fluid checks, vehicle washing, tyre pressure checks, and fueling.</li><li>• Actively contribute and fulfill, staff responsibility to safeguard and promoting the welfare of children and young people, maintain awareness of Child Protection procedures</li><li>• Work effectively with all members of the school community to promote the KHS ethos, mission and values</li><li>• To meet all deadlines to ensure the smooth effective running of the school</li><li>• Adhere to all relevant school policies</li><li>• Take reasonable care of your own health and safety and that of others</li><li>• Co-operate to enable the school to meet its health and safety responsibilities</li><li>• Not interfere with or misuse anything provided for your health, safety and welfare</li><li>• Act as a role model in terms of expected standards of dress, conduct, language and punctuality</li><li>• To work effectively as part of the wider school</li></ul> <p><i>Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Mini Bus Driver will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.</i></p>

**Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.**

**COMMITTED TO EQUAL OPPORTUNITIES**