



Job Description

Position	School Minibus Driver
Location	Clarence House Preparatory School, 165-167 High St, Hampton Hill, TW12 1NL
Reporting To	Business Development Manager
Hours	0645 to 0930 Mon to Fri 1630 to 1830 Mon, Tues, Thurs 1300 to 1830 Wed 1230 to 1830 Fri Total of 31.25 hours per week Term time only (33 weeks per year)
Contract Type	Permanent

Jack and Jill Family of Schools

The Jack & Jill Family of Schools is a group of schools that has been providing education for children since 1951 and is now one of the few remaining family-run educational establishments in the UK.

All Jack and Jill schools focus on achieving high standards in both behaviour and performance within the close supportive 'family' environment and through a broad academic curriculum. Emphasis is placed upon acceleration in literacy and numeracy as well as development of effective working practices, diligence and the sheer joy of learning – a *'tradition of excellence'* established over many decades.

The Jack & Jill Family of Schools achieved Ofsted 'outstanding' in all areas' in its latest inspection.

It is comprised of three schools:

- Jack & Jill Nursery and Reception (Twickenham)
- Nightingale House Pre-Preparatory School (Hampton)
- Clarence House Preparatory School (Hampton Hill)

Safeguarding

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of all stakeholders. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Structure Chart

Business Development Manager
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School Minibus Driver

Purpose of Role

To drive the school minibus in a safe and competent manner transporting pupils on determined routes.

Job Content

This job description may be amended at any time following discussion between the line manager and the member of staff to meet the requirements of the Family of Schools

To be part of a small team of minibus drivers for the School. To safely operate the School's bus routes, collecting pupils from given pick-up points along a determined route and delivering them to school (mornings) and collecting them from school and dropping them back at the given points (afternoons).

Key Responsibilities

- To operate the School Minibus route as specified ensuring that pupils are collected from prescribed stops on time (allowing for changes in traffic conditions) and delivered to the School in the mornings and then reversing that process in the afternoons.
- To ensure that the minibus is kept clean and in good condition, including, but not restricted to:
 - Ensuring signs inside the bus are properly attached and in good condition
 - Daily visual inspection/checking of tyres, lights, oil, water, fuel
 - Ensuring that any additional work required is communicated immediately to the School.
- To adhere to all school policies including Health and Safety guidelines for minibus drivers.
- To abide by the law and ensure the safety of your passengers is paramount.
- All School minibus drivers are accompanied by a minibus assistant who at all times who will be responsible for liaising directly with parents. However, on occasion, the successful candidate may be required to interact with key stakeholders of the school.
- The successful candidate will, by virtue of the role, be representing the School within the local community and therefore is expected to conform to the core values and principles of the School. It is an expectation of the role that this person will possess

excellent interpersonal and communication skills when interacting with the School's stakeholders including pupils, parents, colleagues and members of the public.

OTHER DUTIES

Other duties at an appropriate level may be required. Whilst every effort has been made to explain the main duties and responsibilities of the role, there may be other duties to ensure the success of the school.

Person Specification

The criteria below will be assessed by the application form (A) interview (I). The tasks may include a presentation during the interview.

Attributes	Essential	Assessment Criteria
Qualifications	<ul style="list-style-type: none"> UK Driving Licence CPC Licence D1 Licence 	A
Skills	Good verbal communication Good driving skills Computer literate	I
Behaviour	<ul style="list-style-type: none"> Polite, courteous and respectful to colleagues and members of the public Ability to maintain confidentiality Knowledge and commitment to data security and protection 	I I I I I
Safeguarding	<ul style="list-style-type: none"> Commitment to safeguarding and welfare of all stakeholders 	I

Application Process

To apply, please complete application form and send to HR@jackandjillschool.org.uk.