

Job Outline

Minibus Driver

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| Responsible to: | Facilities Manager |
| Salary Grade: | LGS Scale 3, Point 5-6 |
| Part Time: | 38 weeks per year (term time only), Monday-Friday, 1-2 hours per day, approximately 4-6pm, fixed term until July 2024. Possible opportunities for overtime during school closure periods. |

The Colne Community School and College is looking to recruit a reliable minibus driver for a fixed term until the end of this academic year (2023/24). In order to be eligible for this role, applications must hold a full D1 (or D) passenger carrying vehicle entitlement and be between the ages of 21 and 70.

Job Purpose

To transport students from school to set drop off points following after school activities.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Duties of the Post

- Adhering to all relevant road rules and laws, including any driving hours' regulations
- Adhering to the Sigma Minibus Policy.
- Ensuring that all passengers are wearing a seatbelt.
- Conducting additional safety checks on the minibus before travelling.
- Completing a Driver Authorisation checklist for every journey.
- Successfully pass the MiDAS driving competency course

The Sigma Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.