



ST PETER'S

PREPARATORY SCHOOL

School PCV Driver

Job Description

Reporting To: Transport and Facilities Manager

Key Accountabilities

- Collecting and dropping pupils to agreed locations on bus route in a timely and controlled manner
- Maintaining bus sheet records accurately
- Performing daily safety checks on vehicles and reporting defects in a timely manner
- Liaison between school and parents as appropriate

Hours

- Driving school minibuses (mainly 17 seaters) on daily school bus runs Monday to Friday during term time
 - 20 hours per week, 41 weeks per year (salaried monthly):
 - Morning run - up to 2 hours departure from school between 06:30 and 07:00
 - Afternoon run - up to 2 hours departure from school at 17:10
- Flexibility to work additional hours as required and agreed with the Transport and Facilities Manager:
 - Monday to Friday term time trips, visits, sports fixtures
 - Weekends during term time by prior agreement
 - Occasional holiday time trips agreed by prior agreement

Skills and Qualifications:

- PCV (Passenger Carrying Vehicle) current driving licence (including medical)
- High driving standards
- Professional driving experience
- Excellent interpersonal skills
- Suitability to work with children
- Accurate record keeping

Personal Characteristics:

- Positive personality, a problem solver
- Smart appearance, reliable and punctual
- Prepared to work flexible hours around two core daily bus runs
- Prepared to actively represent the School in a professional and positive way
- Loyal and supportive colleague

Pay:

£9.13 per hour

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.