



Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

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

Role title:	Minibus Driver
Reporting to:	Head of Transport
Hours:	<p>Term-time: Monday to Friday to start 6.30am until 9.00am and 4.00pm to 6.30pm.</p> <p>Evenings & Weekends: In addition to other extra hours requested by the Head of Transport, you will occasionally be required to work additional evenings and weekends.</p> <p>Summer School: Additional work during the Summer School period.</p> <p>Holidays: Annual leave entitlement will accrue pro rata during each term you work and you will not generally be able to take annual leave during term. You will be paid a retainer to work during College holidays (including half terms), should the need arise.</p>
Summary of the role:	To act as minibus driver, responsible for morning and afternoon College transport, plus additional driving duties to include Summer School when required.
Routes	The College operates a number of mini-bus routes within 20+ miles of the College grounds. The College reserves the right to alter routes at any given time. The driver may be required to drive alternative routes as directed by the Head of Transport.
Main duties and responsibilities:	<ul style="list-style-type: none"> • provide a high quality service as a minibus driver to deliver staff and pupils to and from destinations dictated by College activities • conduct yourself in a manner and dress reflective of the College (uniform provided) • carry out routine safety and operational checks as compiled by the Transport Coordinator • be responsible for the internal and external condition of the vehicle • liaise with College staff on dates and times for driving • undertake training when appropriate if required • carry out other duties relevant to the post, which may be requested • To adhere to the College handbooks and procedures at all times • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the College's code of conduct
Line management duties and responsibilities	<ul style="list-style-type: none"> • You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team and your line manager.

The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check

We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.