

# PANGBOURNE

— A community where you can flourish —

## MINI BUS DRIVER – JOB DESCRIPTION

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

|                             |                                                                  |
|-----------------------------|------------------------------------------------------------------|
| <b>Job Title:</b>           | Mini Bus Driver                                                  |
| <b>Reports to:</b>          | Domestic Bursar                                                  |
| <b>Department:</b>          | Domestic                                                         |
| <b>Hours per week:</b>      | Monday to Friday - 10 hours per week - Evenings (Term time only) |
| <b>Probationary Period:</b> | 6 months (but may be extended dependant on performance)          |

### Key working relationships:

Domestic Bursar  
Caretaker  
Pupils

### Job Summary

To transport pupils safely to and from Pangbourne College

### Duties and Responsibilities

- Pick up school mini bus in a timely manner and complete safety checks.
- Ensure you are at the correct pick up/drop off point as per the agreed timetable
- Transport pupils to and from College safely
- Ensure that any issues or problems with the mini bus are reported immediately to the Domestic Bursar
- Ensure that behaviour on the mini bus is appropriate - reporting any problems immediately to the Domestic Bursar

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## **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

## **Child Protection and Safeguarding Policy**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

## **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

## **Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

## **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## **Health and Safety**

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

*It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.*

*June 2023*