



Job Description

Job Title: Bus Driver
Reports to: Transport & Logistics Supervisor

Role purpose:

To operate the School buses and provide a collection and delivery service for School staff and pupils. You will report directly to the Transport & Logistics Supervisor.

Specific Responsibilities:

- Drive School buses for collection and delivery of pupils as directed by the Transport & Logistics Supervisor.
- Carry out vehicle safety inspections and checks as required.
- Collect, park and refuel the buses as required.
- Keep vehicles clean and tidy at all times
- Deliver and collect buses from the maintenance depot as required.
- On occasion, minibus driving in support of staff/pupil activities may be requested.

Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

Other:

- Participate in training and other learning activities as required; and in the Probation and Professional Development Review process.
- Undertaking other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Transport Supervisor, the Bursar or the Head.

Norwich School

Bus Driver



Person Specification

	Essential	Desirable
Experience		
Previous experience in a similar role		x
Basic skills and competencies		
Full PCV/PSV Licence (Category D Entitlement)	x	
Must hold a current and valid CPC Drivers Card	x	
To comply with The Highway Code and Road Traffic Act at all times	x	
Personal Qualities		
Understand and comply with Child Protection procedures	x	
Well Presented	x	
Good communication skills	x	
Availability and flexibility to work varied start and end times.	x	



Salary and Benefits

Salary and Working Pattern

The salary for this permanent post is £9,289 pa (£24,083 pa full time equivalent). The Bus Driver is expected to work 20 hours per week, term time only between the hours of 07:00 – 19:00 Monday to Friday. Flexibility in working hours and pattern is required to meet the changing needs of the school.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from a heavily subsidised private healthcare plan run by PPP. To join, a full time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

The school also offers a free flu jab to those staff who wish to take this up and this is administered on site during the school day by a nurse.

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Personal Development

As a learning community, the school looks to invest in and develop staff with creative use of staff training days. We promote a 'coaching culture', encouraging the development and use of coaching skills. We aim to be flexible in our approach, recognising that 'good' and 'effective' CPD looks different at different stages in our careers and lives. The school offers free access to online CPD providers alongside individual-specific CPD opportunities, which are generous and include use of Sabbaticals.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.