

## **WITHERSLACK GROUP**

### **Driver/Escort (Pupil Transport) Job Description**

<b>POST TITLE:</b>	Driver / Escort ( Pupil Transport )
<b>RESPONSIBLE TO:</b>	Transport Manager/Head Teacher
<b>LIAISON WITH:</b>	Care staff, Administration Staff, SLT

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### **OVERALL RESPONSIBILITIES**

- To drive a school vehicle, or to be the escort in a school vehicle, for the collection of pupils from home to school (am) and from school to home (pm). The number of pupils in a vehicle can vary from 1-6 and there will always be 2 driver/escorts with each vehicle
- The candidate will ideally have a clean UK driving licence with a minimum of 5 years driving experience (full licence) and have a good sense of humour and the ability to work as a team, be of smart appearance, reliable and a good time keeper. Non-drivers will be considered for this position as an escort
- The successful applicant will be required to undertake an Enhanced DBS Check, a MIDAS driver course and staff induction
- We are an equal opportunities employer welcoming applications from all sections of the community

### **SAFEGUARDING**

This post is subject to an Enhanced Disclosure check.

*Witherslack Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process we will undertake checks to ensure that you do not pose of risk of harm to children and young people.*

*The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Child Protection Policy for the setting. Any issues or concerns are reported to their Designated Safeguarding Lead or any Deputy Safeguarding Lead. In the Children's homes, where the Designated Safeguarding Lead or the deputy Designated Safeguarding Lead is not available, and then it would be reported to the senior on duty.*

### **REVIEW**

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

**ACKNOWLEDGEMENT**

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Employee Signature .....

(Print Name) ..... Date .....

Manager Signature .....

(Print Name) ..... Date .....

**Person Specification for the post of: Driver/ Escort ( Pupil Transport )**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Have a minimum of 2 years driving experience</li> <li>• Be over 21 years of age for insurance purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of transporting pupils</li> </ul>
<b>Education/Training/Qualifications</b>	<ul style="list-style-type: none"> <li>• Awareness of practices and procedures relating to the welfare and safety of children</li> </ul>	<ul style="list-style-type: none"> <li>• Full clean UK Driving Licence</li> <li>• MIDAS training</li> </ul>
<b>Skills - Disposition</b>	<ul style="list-style-type: none"> <li>• Have good communication skills</li> <li>• Be tolerant and caring with an understanding of confidential issues</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children or people with special educational needs. (not essential as training is provided)</li> </ul>
<b>Working Arrangements/Physical Requirements</b>	<ul style="list-style-type: none"> <li>• Be reliable with good timekeeping skills</li> <li>• Have the ability to work as a member of a team</li> </ul>	