

FURNESS ACADEMY

JOB DESCRIPTION/ PERSON SPECIFICATION

Position	Driver
Responsible to	Facilities Operations Manager
Responsible for	N/A

Job Description	
Core Purpose	<ul style="list-style-type: none"> ▪ Safely transport staff and students to Academy organized functions and events in accordance with the rules of the Highway Code.
Key Areas of Responsibilities and Accountability include:	
Core Duties:	
<ol style="list-style-type: none"> 1. Transporting staff and students safely and in accordance with the highway code 2. Planning the safest and most efficient routes to and from destinations 3. Helping load and unload the vehicle 4. Keeping the Academy minibus's clean, tidy and good working order 5. Responsible for carrying out vehicle checks before driving and reporting any problems to Management 6. Responsible for the welfare, safety and comfort of passengers at all times, and to offer assistance where appropriate in accordance with MiDAS training. 7. Responsible for completing booking sheets accurately and returning them to the office along with vehicle keys or to leave them as advised if outside office hours. 8. To supply a copy of your driving license every 6 months on request, and to immediately advise Management of any changes or endorsements to your license. 9. To be responsible for ensuring that all passengers and yourself wear a seat belt at all times. 	

Other:

1. Attend staff meetings as required.
2. To participate in a personal staff development/appraisal process in accordance with Academy policy
3. Carry out any other reasonable responsibilities, as directed by the Headteacher, compatible with the role and grade of the post.

Person Specification

Qualifications and Professional Development	Essential <ul style="list-style-type: none">▪ Licence allowing driving of 16 seater minibus (category D1) Desirable <ul style="list-style-type: none">▪ MiDAS▪ First Aid▪ Fire safety
Knowledge, Skills and Competences	Essential: <ul style="list-style-type: none">▪ Desirable: <ul style="list-style-type: none">▪
Experience	Essential <ul style="list-style-type: none">▪ Previous driving experience Desirable: <ul style="list-style-type: none">▪ Previous driving experience for a school/academy