



**HIGHFIELDS  
SCHOOL**

Boundary Way, Penn,  
Wolverhampton WV4 4NT  
Tel: 01902 556530  
Email: [enquiries@hswv.co.uk](mailto:enquiries@hswv.co.uk)  
NOR 1746 SIXTH FORM 345

**MINIBUS DRIVERS**

**Required as soon as possible**

**NJC Grade 2 (starting at £11.59 per hour)**

**Non-Contracted (Casual) Hours**

We wish to appoint individuals to support the school's transport provision for trips and visits. Successful candidates will be responsible for transporting staff and students in a safe manner; undertaking the relevant vehicle safety and maintenance checks, planning efficient routes and driving safely.

Working hours are 'ad hoc' and may sometimes fall outside of the usual school day. Hours are allocated by agreement between the Minibus Bookings Coordinator and the Minibus Drivers.

The following are desirable but not essential:

- Category D1 on licence
- Holds a valid minibus test pass certificate

Highfields is a successful and heavily over-subscribed school situated on the pleasant west boundary of Wolverhampton.

We offer:

- A vibrant and exciting comprehensive school which is culturally and ethnically diverse
- Excellent examination results
- A broad, balanced and innovative curriculum
- Well-behaved students who are eager to learn
- Supportive parents who want the best for their children
- A large Sixth Form
- Excellent CPD opportunities at all levels

Should you wish to contact us for further information please email: Miss K McGuckin, HR Manager – [kmcguckin@hswv.co.uk](mailto:kmcguckin@hswv.co.uk)

**How to Apply**

Please complete the Support Staff Application Form (available from the school's website) and return to [recruitment@hswv.co.uk](mailto:recruitment@hswv.co.uk).

**Closing date:** Monday 8<sup>th</sup> April 2024 at 9am

**Interviews:** To be advised to successful applicants

**Highfields School is committed to safeguarding and promoting the welfare of children and young people**

This post is subject to an Enhanced DBS check and 2 very good references



## HIGHFIELDS SCHOOL

### Job Description

<b>Post Title:</b>	<b>School Minibus Driver</b>
<b>Purpose:</b>	To provide safe transport for students and staff on school trips/visits.
<b>Reporting to:</b>	School Minibus Bookings Coordinator/Chief Financial Officer
<b>Responsible for:</b>	Not applicable
<b>Liaising with:</b>	School Minibus Bookings Coordinator/Chief Financial Officer
<b>Working Time:</b>	Non contracted (casual) hours
<b>Salary/Grade:</b>	Grade 2
<b>Disclosure level:</b>	Enhanced

#### Minibuses

- To drive the minibuses as and when required for school trips/visits.
- Liaise with the Minibus Bookings Coordinator and/or trip/visit coordinator to confirm departure times and transport route.
- Ensure the vehicle is ready for road use, undertaking safety and maintenance checks prior to departure.
- Report any issues of fault or maintenance required to the Chief Financial Officer.
- Ensure the minibus is clean and tidy before and after use.
- Support the trip/visit coordinator to ensure each child is accounted for prior to departure.
- Ensure all passengers are properly seated and wearing their seatbelts at all times.
- Ensure no food or drink is consumed by passengers on the minibus.
- Drive in a safe manner, observing all aspects of the Highway Code.

#### Communication

- To establish and maintain effective lines of communication between School Minibus Bookings Coordinator and the Chief Financial Officer.
- To follow agreed policies for communications in the school.
- Maintain clear and concise records where required.

## Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- To continue personal development as agreed.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: ..... Date: .....

**Headteacher**

Signed: ..... Date: .....

**Member of staff**



**HIGHFIELDS SCHOOL**  
**MINIBUS DRIVER**  
PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Category D1 on licence		✓	Application Form
Holds a valid minibus test pass certificate		✓	Application Form

EXPERIENCE	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience of working with young people		✓	Application Form Interview References
Experience of working in a team		✓	Application Form Interview References

SKILLS & QUALITIES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
A safe driving style with an excellent driving record	✓		Application Form Interview
A commitment to Safeguarding and promoting the welfare of children	✓		Interview References
Effective communicator with young people and adults	✓		Interview References
Work constructively as part of a team	✓		Interview References
Patience and understanding	✓		Interview
Flexible / adaptable	✓		Interview References
Ability to use initiative	✓		Interview References
Common sense	✓		Interview References
Approachable	✓		Interview References

Proactive	✓		Interview References
Good time management / punctual	✓		References
Smart appearance	✓		Interview