**Job Description:**

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| **Post:** | **Minibus Driver - BANK** |
| **Salary Grade:** | £10 per hour |
| **Responsible to:** | Travel Centre Co-ordinator |
| **Responsible for:** |  |

**Key Purpose:**

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| **1** | To drive the College minibuses as directed, maintaining the vehicles and all required documentation to the highest of standards. |
| **2** | To support the Facilities teams in delivering an exemplary, best practice, customer focussed facilities support service aligned with the college’s strategic aims and objectives. |

**Key Responsibilities and Accountabilities:**

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| **A** | To drive the college vehicles in line with schedules, as directed by the Travel Centre Co-ordinator. |
| **B** | To maintain the college vehicles ensuring high standards of cleanliness (internally and externally) and roadworthiness, reporting all defects immediately to the Travel Centre Co-ordinator. |
| **C** | To maintain records as required by the Travel Centre Co-ordinator e.g. vehicle log sheets, mileage logs, check sheets |
| **D** | To work overtime as required to cover the driving schedule, including college Open Evenings and Awards Evenings. |
| **E** | When driving schedules slacken, and under instruction from the Travel Centre Co-ordinator, augment the Facilities shifts team carrying out all, and any, tasks as directed by the Facilities Supervisor. |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required. |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within Health, Safety And Environmental guidelines and be aware of responsibilities for staff and college alike. |
| **4** | Adhere to College policies and procedures. |
| **5** | Be responsible for safeguarding and promoting the welfare of young children, young people and vulnerable adults. |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** |
| i | Good general education to include Maths and English to Grade C, or willingness to undertake. | Y |  |
| ii | D1 license endorsement, or training course. | Y |  |
| iii | MIDAS qualification. | Y |  |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |
| iv | Knowledge and understanding of Microsoft IT packages. | Y |  |
| v | Experience of working within a Facilities or Estates Management environment. | Y |  |
| vi | Experience of working with vehicles within an Educational environment. | Y |  |
| vii | Experience of working directly with learners. | Y |  |
|  | **SKILLS & ATTRIBUTES** |  |  |
| viii | Excellent customer service skills. | Y |  |
| ix | Excellent interpersonal skills with the ability to communicate and delegate at all levels. | Y |  |
| x | Effective teamwork skills with the ability to lead diverse teams. | Y |  |
| xi | Ability to work under pressure. | Y |  |
| xii | Attention to detail. | Y |  |
| xiii | Diligent, professional and flexible | Y |  |