



## School Minibus Driver

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*TPS aspires for each child to thrive personally, socially and academically by creating an inclusive environment that promotes wellbeing, encourages curiosity and celebrates individual success.*

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Job Summary

Twickenham Prep School (TPS) requires a reliable and committed minibus driver for five mornings a week.

You will be responsible for one of the School's morning minibus routes, involving the safe collection and drop off of pupils to the School. The working hours would be approximately 7.00am – 8.30am and there is the possibility of an evening minibus route.

Drivers are required to hold a full driving licence – including D1 category (or equivalent training completed)

### Main Responsibilities

The main responsibilities for the position include but are not limited to the following:

- Operating one of TPS's morning bus routes
- To ensure the safety and wellbeing of pupils on the minibus
- To communicate effectively with pupils on the minibus
- Ensuring that the minibus is kept in safe working order, kept clean and in good condition
- Daily visual inspection/checking of tyres, lights, oil, water, fuel
- Ensuring safety and other signs inside the bus are properly attached and in good condition
- Adhere to all statutory legal requirements and school policies including Health and Safety guidelines for minibus drivers
- To liaise directly with parents when necessary.
- Where necessary, to undergo on the job training to increase competence, proficiency and safety awareness.
- To attend training outside the school where appropriate to increase competence, proficiency and safety awareness.

## Candidate Profile

The experiences, skills and qualities set out below capture the ideal requirements for successful fulfilment of the role described. In practice, if a candidate does not meet all these requirements but demonstrates the potential, adaptability and ambition to grow into the role, this may still enable them to be successful.

<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• Experienced driver - essential</li><li>• D1 Driving Licence or equivalent minibus training completed - desirable</li><li>• Previous experience driving a school minibus/working with children - desirable</li><li>• An understanding of Safeguarding &amp; Child Protection- preferable</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Medical fitness to drive safely is essential</li><li>• A personable, self-motivated, 'can-do' approach with a genuine willingness to contribute and go the extra mile</li><li>• A reliable, punctual and flexible approach with the ability to work unsupervised</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• The ability to communicate effectively with children and parents</li><li>• An understanding of vehicle/minibus safety and health and safety guidelines for drivers is desirable</li></ul>
<b>Philosophy and Ethos</b>	<ul style="list-style-type: none"><li>• A commitment to safeguarding and promoting the welfare of children and young people</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children</li><li>• A commitment to the ethos and strategic direction of the School</li></ul>