



JOB DESCRIPTION

JOB TITLE:	School Driver
HOURS:	Variable hours per week; Term time only (34 weeks)
REPORTS DIRECTLY TO:	Estates Manager
FUNCTIONAL RESPONSIBILITY:	Security Manager
OTHER REGULAR RELATIONSHIPS:	Students Support staff Teachers

JOB PURPOSE: To provide an efficient bus service to transport students to and from School.

MAIN RESPONSIBILITIES

Driving/Mini Bus

- To drive the minibus on a regular route, taking students into/away from School on a daily basis.
- To drive the minibus within the law, paying particular attention to speed limits.
- To ensure that all students travelling on the minibus have a valid pass enabling them to do so.
- To ensure that all students using the minibus are wearing their seatbelts in accordance with School policy.
- To notify the Director of Finance and Operations immediately of any issues relating to the students whilst they are travelling on the minibus.
- To clean the minibus regularly, ensuring the tidiness of the vehicle at all times.
- To ensure the road-worthiness of the vehicle prior to use.
- To notify the Security Manager immediately of any defects with the vehicle.
- To undertake any other duties that may be necessary from time to time as may be reasonably requested.
- To work according to the School's policies and procedures.
- To work according to Health and Safety regulations being aware for your own safety and the safety of others.

Additional Information:

Ratcliffe College is an independent Roman Catholic day and boarding school founded by the Institute of Charity (known as the Rosminians) in 1847. It is located just off the A46 at Ratcliffe on the Wreake and is situated in beautiful grounds. With over 900 students ranging from age 3 to age 18. The School employs over 300 staff and whilst being a highly successful organisation maintains a friendly “family” culture.

The bus routes relevant to this post cover Leicestershire and Nottinghamshire and will vary from time-to-time dependent upon student requirements.

A clean driving licence with a D1 entitlement is essential.

Successful applicants must be prepared to undertake a minibuss competency test.

Terms of Employment

Hourly rate: £10.42 per hour

This is a term time only post over 34 weeks per year.

Salaries are split into 12 equal monthly payments. 5.6 weeks (pro rata) of holiday pay will be added to the annual salary; **all holidays must be taken during School holiday times.**

This post is subject to Support Staff terms and conditions of employment.

Other benefits:

- Free parking
- Free beverages
- Contributory Pension Scheme
- Participation in the School Fee discount scheme after a qualifying period
- Full uniform will be provided

Application is via the College website: <https://www.ratcliffecollege.com/about/vacancies/>

The Closing date for receipt of applications is: 9.00am on 15 June 2023

The School reserves the right to interview ahead of the closing date so early application is encouraged.

Ratcliffe College is committed to safeguarding and promoting the welfare of children, therefore before a permanent appointment is made Child Protection screening, checks with past employers and enhanced screening through the Disclosure and Barring Service must be satisfactorily completed.