



## PROSPER LEARNING TRUST

### Minibus/ Delivery Driver (A5444)

<b>Location:</b>	Any nominated PLT academy
<b>Grade:</b>	N2
<b>Responsible to:</b>	Trust Premises Management Officer
<b>Responsible for:</b>	N/A
<b>Job Evaluation:</b>	A5444

**Job Purpose:** To provide a high quality, facility support service to the nominated academy. Undertake reasonable day to day instructions assigned by the Trust Premises Management Officer or senior leader on site. To ensure the delivery of required services in accordance with customer service standards, policies, procedures and safeguarding requirements.

**Location:** Designated academy. Please note that staff may be rotated to other PLT sites as and when required.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To take delivery and arrange for storage of stocks and supplies and to ensure that all related equipment and tools are in a safe working condition
2. To carry out portering duties as required including the co-ordination of the removal and placement of furniture and equipment
3. The transportation of deliveries from site to site using a school minibus
4. The transportation of school meals from Thomas Bewick School to Mary Astell Academy using a school minibus
5. To carry out appropriate vehicle checks (for example oil, water, tyres, etc.) and report any defects to the Headteacher.
6. To report any accident damage to Trust vehicles or equipment and any third party involved immediately to the Headteacher.
7. To complete vehicle log sheets and other records as may be required by the Trust, Road Traffic Acts or Insurance Company.

#### **Support for the Trust:**

- Be aware of and support students with varying needs and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Trust.

- Promote the academy/Trust equal opportunities policies in all aspects of employment and service delivery.
- Assist in maintaining a health, safe and secure environment and to act in accordance with the academy's policies and procedures
- Other duties commensurate with the grade of the post as required by the PLT Chief Executive Officer or Headteacher

### Person Specification

Area	Essential/Desirable	Assess by
<b>Knowledge and Experience</b>		
Security, building maintenance and caretaking experience	D	Application form Interview/task References
Basic range of DIY skills	D	
Knowledge of Health and Safety procedures and how to apply them in the workplace	E	
Ability to communicate well with adults and children, follow instructions and work within guidelines in both written and spoken English	E	
Must hold a full category B driving licence	E	
Must have held the appropriate licence for at least 2 years	E	
Must have held the appropriate licence for at least 2 years		
No more than 6 endorsement points	E	
Able to maintain confidentiality		
Ability to communicate effectively with all stakeholders	E	
Understanding of COSHH regulations/requirements	E	
<b>Qualifications &amp; Training</b>		
MIDAS trained (or willing to work towards)	E	
<b>Skills &amp; Key Criteria</b>		
Good organisational skills with the ability to work with limited supervision and to deal with problems	E	Application form Interview/task
Ability to prioritise workload effectively to meet deadlines	E	
Well-developed interpersonal skills and experience to deliver excellent customer service	E	
Maintain positive relationships	E	
Excellent communication and inter-personal skills	E	
<b>Personal Attributes</b>		
Capable of regular stooping, bending, lifting, carrying of equipment, materials, furniture and climbing step ladders	E	Interview References
Flexible approach to duties, hours and location	E	
Ability to work outside normal trust hours if the need arises	D	
Ability to travel to trust academy locations as required	E	
A supportive and co-operative team member with a flexible approach	E	
<b>Part B: Assessment stage</b>		

<b>Items 1,2 and 3 of the application stage criteria and the criteria below will be further explored at the assessment stage:</b>			
1	Able to maintain accurate vehicle and user records		
2	Competent to undertake daily and weekly vehicle checks		
3	Competent to carry out basic maintenance		
4	Sensitive to user needs		
5	Able to demonstrate sensitivity, diplomacy and assertiveness		
6	Able to maintain confidentiality		
7	Able to implement the school's Behaviour Policy		
8	Willing to undertake training as appropriate		
<b>Part C: Additional Requirements</b>			
The following criteria must be judged as satisfactory when pre-employment checks are completed:			
1	Enhanced Certificate of Disclosure from the Criminal Records Bureau		
2	Additional criminal record checks if applicant has lived outside the UK		
3	Barred List check		
4	Medical clearance		
5	Two satisfactory references from current and previous employers (or education establishment if applicant not in employment)		
<b>Equal Opportunities</b>			
Should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the trust.		E	Interview
<b>Safeguarding</b>			
Commitment to the protection and safeguarding of children and young people		E	Interview
Have an up to date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting		D	Application form Interview