MINIBUS DRIVER
JOB DESCRIPTION AND PERSON SPECIFICATION

School: East Sussex Skills Academy, Bexhill-on-Sea
Department: Premises
Position: Minibus Driver
Employment Type: Support
Salary: From £17,699 pa
Hours per week: 30 per week
Weeks worked per year: 38 (term time only)
Working pattern: Monday to Friday 6am to 9am and 3pm to 6pm
Contract type: Term Time Only - Permanent
Responsible to: Headteacher and Site Maintenance Lead

Main Purpose of the Role
To provide a safe, reliable and professional transport service for learners attending the Alternative Provision, ensuring that students are transported securely to and from educational settings, alternative venues, work placements and educational visits.
The post holder will contribute to the school's safeguarding culture by promoting pupil welfare, maintaining high standards of health and safety, and supporting vulnerable children and young people, many of whom may present with social, emotional and mental health needs (SEMH), behavioural challenges or additional vulnerabilities.
Key Responsibilities
Safeguarding and Student Welfare

- Safeguard and promote the welfare of all children and young people in line with Keeping Children Safe in Education (KCSIE) and the school's safeguarding policies.
- Maintain professional vigilance and report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.
- Support safe transitions to and from school, recognising that transport arrangements may present safeguarding risks.
- Build positive, professional relationships with students while maintaining appropriate boundaries at all times.
- Monitor student wellbeing during journeys and report concerns regarding attendance, welfare, behaviour or wellbeing.

- Follow school procedures for managing missing students, late collections, incidents or emergencies.

Transport and Student Supervision

- Transport students safely, courteously and efficiently between home, school and other approved locations.
- Ensure all students travel safely using seatbelts and follow transport expectations.
- Promote positive behaviour during journeys and de-escalate situations calmly and professionally in accordance with school behaviour policies.
- Maintain appropriate supervision of students while entering, travelling in and exiting the vehicle.
- Ensure accurate registers and records are maintained for pupils transported.
- Liaise effectively with parents/carers, school staff and external agencies where required.

Health and Safety

- Conduct daily vehicle safety inspections and complete required documentation before and after journeys.
- Ensure the vehicle remains roadworthy, clean, secure and appropriately fuelled.
- Report defects, maintenance issues, accidents, incidents or concerns promptly.
- Comply with all road traffic legislation, health and safety requirements and school policies.
- Undertake risk assessments and follow agreed control measures for transport activities.
- Support safe evacuation procedures and respond appropriately during emergencies.
- Follow manual handling, lone working and educational visit procedures where applicable.

Compliance and Professional Responsibilities

- Hold and maintain the appropriate driving licence, qualifications and permits required for minibus operation.
- Attend mandatory safeguarding, health and safety, first aid and behaviour management training.
- Maintain accurate records relating to vehicle checks, incidents, accidents and transport logs.
- Act as a positive representative of the school within the community.
- Promote equality, diversity and inclusion, treating all pupils with dignity and respect.
- Undertake any other duties commensurate with the grade and responsibility of the post.

Person Specification

Essential Qualifications

- Full UK driving licence with entitlement to drive a minibus (D1 entitlement or eligibility under current legislation).
- Clean driving record or acceptable number of penalty points.

- Willingness to undertake Minibus Driver Awareness Scheme (MiDAS) training and other relevant training.

Essential Knowledge

- Understanding of safeguarding responsibilities when working with children and young people.
- Knowledge of health and safety requirements relating to passenger transport.
- Understanding of professional boundaries and confidentiality.
- Awareness of the needs of vulnerable learners and those with SEMH needs.

Essential Skills and Experience

- Experience of driving passengers safely and responsibly.
- Ability to remain calm under pressure and deal confidently with challenging situations.
- Effective communication skills with students, parents/carers and colleagues.
- Ability to maintain accurate records and complete required documentation.
- Ability to work independently and exercise sound judgement.

Desirable

- Previous experience working within a school, alternative provision or youth setting.
- Experience transporting children or vulnerable individuals.
- First Aid qualification.
- MiDAS qualification.
- Experience supporting pupils with SEMH, SEND or behavioural needs.

Personal Qualities

- Reliable, trustworthy and punctual.
- Calm, patient and resilient.
- Professional and approachable manner.
- Commitment to safeguarding and promoting the welfare of children.
- Ability to maintain confidentiality and demonstrate integrity.
- Flexible and adaptable in responding to operational needs.

Safeguarding Statement

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. The successful applicant will be subject to enhanced DBS clearance, appropriate vetting checks and satisfactory references.

Ofsted-Aligned Expectations

The post holder will contribute to:

- A strong safeguarding culture.
- Safe attendance and transition arrangements.
- Positive behaviour and attitudes.

- Pupils' personal development and wellbeing.
- Effective health and safety practices.
- Inclusive provision that supports vulnerable learners to engage in education.