Folly Farm Lane
Ashley
Ringwood
Hampshire
BH24 2NN

Tel: 01425 472 664
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SCHOOL MINIBUS DRIVER

JOB DESCRIPTION

General Description of the School

Ringwood Waldorf School is a well established Steiner Waldorf School located on the borders of Hampshire and Dorset. The beautiful New Forest and the villages, beaches and coastal paths of Dorset are all within easy reach of the school.

Ringwood Waldorf School comprises four Kindergarten Groups and classes from Class 1 to Class 11.

All classes are housed in permanent purpose built spaces and a number of workshop spaces are also available. There are plans to extend the buildings in the future.

The Position:

Part -Time School Minibus Driver

Main Responsibilities of the Post:

As the Minibus Driver you are required to drive safely and are responsible for the safety and welfare of children you transport in the mornings and afternoons. To report and monitor any maintenance issues and be responsible for the general cleanliness and upkeep of the minibus.

Summary of Duties and Responsibilities:

- Drive the Ringwood Waldorf School Minibus before and after school.
- Complete daily minibus checks and basic maintenance (eg. oil levels)
- Reporting any faults, defects, incidents, to the H&S Officer/Site Manager
- Take a register of children travelling
- Drive a predetermined route between the School and the agreed designated stops.
- Supervising and reporting on the children's behaviour
- Ensuring children are collected by designated parent/guardian
- Ensure the correct procedures and policies are followed at all times
- Conduct yourself with professionalism, diplomacy and tact at all times
- Taking part in training as appropriate

Additional Duties and Responsibilities

From time to time, you may be required to undertake additional trips, such as school visits within the local area.

Other conditions:

The minibus driver shift is from 7am till 8.30am and 3pm till 5pm, Monday to Friday, term time only. Job share is possible.

Responsible to:

The position reports to the Site Manager and the School Administrator

Person Specification:

The candidate appointed will be:

- Hold a full, clean driving licence with D1 category.
- Experienced in working with children.
- Patient with a sense of humour.
- Suitable to work with children and willing to undertake an Enhanced Disclosure & Barring Service disclosure.
- Previous experience in driving a school minibus is preferable but not essential.

Candidates from abroad will be asked to provide criminal records clearance from countries of residence, as well as evidence of eligibility to work in the United Kingdom.

Candidates must have the right to work in the United Kingdom.

OTHER INFORMATION

Ringwood Waldorf School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references. As part of our safer recruitment process, rigorous checks will be made of the successful applicant's background credentials, including the right to work in the UK, qualifications, and employment history.

To apply, please complete the safer recruitment form on the website. The names and contact details of two professional referees should be included. They will not be contacted until and unless you are offered an interview.

If you have any questions about this position please contact: Liz Tomkins, School Administrator, Ringwood Waldorf School, Folly Farm Lane, Ashley, Ringwood BH24 2NN. Tel: 01425 472664. E-mail: HR@ringwoodwaldorfschool.org.uk

For more information on the school please visit our website: www.ringwoodwaldorfschool.org.uk