

## METROPOLITAN BOROUGH OF KNOWSLEY

<b>SCHOOL</b>	ALL SAINTS CATHOLIC HIGH SCHOOL
<b>POST TITLE</b>	DRIVER
<b>GRADE</b>	LEVEL 2
<b>RESPONSIBLE TO</b>	SCHOOL BUSINESS MANAGER

### MAIN PURPOSE

To drive and be responsible for allocated vehicle(s) to be used for the safe transportation of pupils, staff, goods and equipment to and from school.

### MAIN DUTIES

#### Vehicle Maintenance

Undertake daily vehicle checks in accordance with school policy and procedures.

Undertake routine maintenance e.g. oil and water checks, tyre pressures etc.

Ensure vehicle is presented at the required time and place for required servicing and MOT inspections.

Complete paperwork as required and forward to appropriate person for processing.

#### Support for Pupils

Assist pupils in getting on and off the designated vehicle using where necessary mechanical aids.

Provide support in meeting the needs of pupil(s) in relation to welfare, health, safety and mobility as required.

Establish good working relationships with pupils, acting as a role model.

Encourage pupils to act independently as appropriate.

Be aware of and respond appropriately to individual pupil need.

Promote inclusion and acceptance of all pupils.

Promote self esteem and independence.

To administer basic first aid where appropriately trained.

#### Support for the School

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Contribute to the school ethos, aims and development/improvement plan.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop, respecting their social, cultural, linguistic, religious and ethnic backgrounds.

Work as part of a team, appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities including performance management as required.

Load, transport and unload goods and equipment as required.

Whilst not driving, undertake ancillary duties as required.

**Note** This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

## **Personal Attributes**

### **Communication & Influence**

Conveys basic messages using a variety of media. Appears confident when communicating with others. Writes in a clear, factual and logical way. Avoids jargon, keeping to everyday language. Is able to provide constructive feedback on day-to-day issues in an appropriate manner.

### **Team working**

Shows an interest in others, taking time and effort to get to know people and a willingness to help others. Does not work in isolation, sharing information and keeping others up to date. Takes time out to listen, explain and provide constructive feedback.

### **Organisational Awareness**

Understands how own job contributes to the schools activities. Stays up to date with developments in school and discusses with colleagues their activities to gain a broad understanding.

### **Adaptability**

Understands the need for, and the effects of, change and is able to adjust style and way of working taking others into account. Learns from experience.

### **Use of technology**

Has knowledge of, and is able to use, the range of technology within own workplace (e.g. PCs including standard software, printers, photocopiers etc.) Has a willingness to remain proficient as the technological needs of the school change.

### **Professional Values and Practice**

Demonstrates high expectations for all pupils.

Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.

Ability to improve your own practice through observations, evaluation and discussion with colleagues.

### **Experience & Knowledge**

Experience of working with and or caring for children (within a specified age range).

Awareness and basic understanding of school curriculum (within specified age range or subject area).

Basic knowledge of First Aid.

Basic awareness of inclusion, especially within a school setting.

### **Qualification & Training**

Have achieved or working towards a Level 1 qualification in Numeracy/Maths and Literacy/English.

Requirement to complete DfES Teacher Assistant Induction Programme.

Relevant classifications on driving licence. (PCV D or D+E)

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**Date Issued:**

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**Line Manager Signature:**

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**Employee Signature:**

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