

**Person Specification: Minibus Driver**

The Diocese of Norwich Education and Academies Trust and Middleton Church of England Primary Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

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| **Responsible to** | Headteacher / School Business Manager |
| **Grade**  | Scale B |
| **Hours** | 10 hours per week  |
| **Location**  | Based at Middleton Church of England Primary Academy. You may be required to travel to undertake work at academies and sites within the Diocese of Norwich Education and Academies Trust as needed. |

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|  | **Essential Criteria** | **Desirable Criteria** |
| **Education and Qualifications**  | * Clean driving license
 | * Hold D1 entitlement on your driving license
* Be a trained minibus driver
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| **Skills and** **Abilities**  | * Able to follow the Trust’s safeguarding procedures and recognise when to report any concerns
* Able to build relationships and work with a team
* Ability to communicate with a variety of people
* Honest and reliable
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| **Experience**  |  | * Experience of driving a large vehicle
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| **Knowledge and understanding**  | * Understanding of maintaining accurate and complete records
* The responsibility of every individual for safeguarding and promoting the welfare of children
 | * Geographical knowledge of the local area
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| **Other requirements**  | * Committed to and able to promote the aims of the academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.
* Able to work calmly under pressure and withstand stress
* Able to work flexibly, and to attend meetings and INSET days as required
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| **Person specification reviewed by:** **Date:**  |