

JOB DESCRIPTION

Post:	Minibus Driver
Responsible to:	Farm Office Manager
Pay Band:	2

JOB PURPOSE

The main purpose of the position is drive the College Minibus between Witney and Common leys campuses.

MAIN TASKS

The following list is not exhaustive but the post holders' principal responsibilities are:

- Complete daily minibus checks and complete routine paperwork as directed by ROSPA guidance
- Drive students between Common Leys and Witney campuses on a daily basis
- General driving duties as required
- Wash, clean and maintain the minibus and farm trucks on a weekly basis
- Support farm campus staff with other general work as required
- General hours are approx. 8.30am till 1pm and 4pm to 5pm, although hours may vary according to the needs of the College

Other Duties Applicable To All Staff Working At Abingdon and Witney College

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

It is **essential** that the post holder has:

	Essential criteria	How assessed
1	Hold a current and valid driving licence D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 01/01/1997). This must be a clean driving licence (held for at least 2 years).	Copy of full licence
2	Experience driving a large vehicle	Application Form
3	Pleasant, patient and helpful personality	Interview
4	An ability to communicate with a range of different people	Interview
5	Reliable and trustworthy	Interview
6	Age 21+ (for insurance purposes)	Copy of full licence
7	Competent to undertake vehicle checks and carry out basic maintenance	Interview

It is **desirable** that the post holder has:

	Desirable Criteria	How Assessed
1	Hold an approved minibus driving licence	Copy of licence
2	Ability to work on own initiative and as part of a team.	Interview
3	Flexible approach to working arrangements	Interview
4	Geographical knowledge of the local area.	Interview

CONDITIONS OF SERVICE

Salary:	Pay band 2
Payment:	Monthly payments direct to bank via BACS
Hours:	8.30 am to 3.00 pm Term Time Only
Holidays:	Not during term time
DBS:	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
Pension	Employees are automatically opted into the Local Government Pension Scheme (LGPS) however, they may opt out if they wish

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.