



PERROTT HILL SCHOOL

Perrott Hill is an independent preparatory school with a happy, family atmosphere. Situated in North Perrott, Somerset and has approximately 200 pupils aged 3-13.

JOB DESCRIPTION

Perrott Hill Recruitment and Selection Policy Statement

Perrott Hill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applications for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check with the Disclosure and Barring Service (DBS).

Job Title:	School Bus Driver
Reporting to:	Bursar
Hours of Work:	Hours allow for 7.00 am – 8.30am Monday to Saturday and 5.30pm to 7.00pm Monday to Friday
Holidays:	Term Time Only
Rate of Pay:	£10.35 per hour
Contract:	Part Time, Term Time Only (33 weeks a year)

Main Job Objective: To safely drive the school bus for a Perrott Hill bus run on a regular daily schedule. The School Bus Driver is responsible for safely operating the school bus according to a set daily schedule. He/she must ensure that the school bus is in good operating condition at all times, pick up and drop off students as per the schedule, maintain order and security on the bus and obey all laws, regulations and rules of conduct. It is critical for the School Bus Driver to operate the School Bus in a safe manner. Failure to ensure the safe passage of students to and from school may result in serious liabilities for the School.

This role will initially be for ad-hoc hours based on the needs of the parents. The bus route will be in and around Chard and currently runs on approximately 5 runs a week. It is envisaged that the run will grow over the coming year.

Duties:

1. Maintain Schedules and maintain order on the school bus:-

- Pick up and deliver students as per a set schedule
 - Take attendance on the school bus
 - Maintain order and discipline on the school bus
 - Make a note of any behavioural or discipline issues
2. Operate the school bus in a safe and efficient way according to all relevant legislation, policies and procedures
 3. Perform daily safety and maintenance checks
 4. Advise the Bursar of any requirements for maintenance or repairs
 5. Any other task as requested by the Headmaster or Bursar

Qualifications, Experience and skills:

- Full clean driving licence with a bus endorsement.
- Knowledge of road and school bus regulation
- Knowledge of how to deal with children
- Good time management skills

Method of Application:

Please complete and return the attached Perrott Hill School Application Form to:

Clare Tootill
Headmaster's PA
Perrott Hill School
North Perrott
Crewkerne
Somerset
TA18 7SL

Closing Date for Applications : 2nd November 2018

Anticipated Start Date: ASAP