

MAYVILLE HIGH SCHOOL

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Headteacher
Mrs R Parkyn
MA (Oxon) MA PGCE MCIL

Minibus Driver

Start date: Immediate

We are looking for a reliable person to drive pupils to and from school each day, during term time. A MIDAS certificate would be desirable but not essential, as full training will be given. The position would suit someone who enjoys working with children and is semi-retired or looking for a part-time role.

The minibus driver will:

Drive the school minibus in a safe manner, ensuring at all times the safety of the driver and passengers.

Ensure that the minibus is roadworthy before each journey and report any problems to the PA to the Headteacher.

Maintain a high standard of operation at all times, working within the law and training procedures provided.

Present themselves and communicate in a professional manner, with tact and discretion at all times.

In the event of any accident, after ensuring the safety of passengers and driver, report this immediately to the PA to the Headteacher

Listed below are principal, but not exhaustive responsibilities of this post.

This job description should be read in conjunction with the School's Staff Handbook.

- Collecting pupils from agreed pick-up points and delivering them to their destination, as required.
(Routes can change according to the demand from new pupils)
- Taking the register before the commencement of each trip
- Ensuring all pupils follow the code of behaviour in the minibus, whilst waiting for departure and on arrival at destination, reporting any problems to the PA to the Headteacher
- Ensuring all pupils observe the rules for crossing the road, reporting any problems to the PA to the Headteacher
- Being responsible for own safety and not endangering that of others in the workplace
- Ensuring there is a charged mobile telephone in the minibus
- Ensuring the mileage log is updated at the end of each journey
- Assisting with movement of other school vehicles as required
- Driving on other occasions, from time to time, as required

Regular working hours, during term time: 07:00 - 08:30 and 15:45 - 17:15, Monday to Friday

Please contact the PA to the Headteacher Jo Carter for an application form on 023 9273 4847 or email j.carter@mayvillehighschool.net