



## **HORSFORTH SCHOOL**

<b>Job Title:</b>	<b>Site Superintendent and Minibus Driver</b>
<b>Responsible to:</b>	<b>Facilities Manager</b>
<b>Hours:</b>	<b>Full time, All Year Round</b>
<b>Pay Band:</b>	<b>B1 £23, 114 - £23, 892 per annum plus overtime opportunities</b>

### **Purpose of job**

Under the instruction/guidance of appropriate senior staff provide maintenance and security services on school premises and drive the school minibus.

### **Skills/Experiences**

- Full, clean UK driving licence (D1 category essential, or willingness to undertake and pass a minibus driver qualification)
- Experience of grounds, caretaking, maintenance, decoration work
- Janitorial duties: cleaning, sweeping, tidying, moving
- General gardening
- Ability to work as part of a team
- Ability to work without supervision and to prioritise workload
- Physically fit to meet the demands of manual work
- Positive attitude, flexible

### **Main Responsibilities:**

- To adhere to the Minibus policy
- Undertake daily safety checks on the vehicle
- Transport students and staff to and from Horsforth School as required
- Supervise students to enable safe journeys, managing any behaviour issues in accordance with school policy
- Maintain the vehicle to a high standard, ensuring cleanliness and in a good state of repair
- Report any vehicle defects, faults, incidents and accidents in accordance with procedures
- Refuel the vehicle as necessary
- Drive the minibus in compliance with motoring laws, with due care and attention and in accordance with minibus training
- Have full regard to inclement weather implications and adhere to protocols to manage any

issues

- Undertake MIDAS training and any other related training such as first aid as required
- Willing to undertake additional trips in support of other school activities if available
- Undertake all other reasonable tasks as required to fulfil the role of minibus driver
- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment
- Operate and respond to alarm systems where appropriate
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Carry out various maintenance duties to ensure the general upkeep and maintenance of the premises e.g. redecorating, fixing, minor plumbing, basic joinery etc.
- To organise and carry out improvement work e.g. erecting shelves, notice boards
- Emergency snow clearance
- Opportunity to provide paid cover for occasional evening and weekend lettings
- To support the preventative planned maintenance programme
- Operation and maintenance of heating plant and lighting system
- Collect and assemble waste for collection
- Undertake cleaning duties such as graffiti removal, litter-picking
- Undertake specialist cleaning task
- Coordinate deliveries to the school site
- Liaise with contractors
- Support energy control and conservation
- Create and maintain a purposeful, orderly and productive working environment
- To undertake safety audits of the premises and assist with relevant risk assessments as required
- Promote and ensure the health and safety of pupils, staff & visitors at all times
- Demonstrate and assist in the safe and effective use of specialist equipment/material
- Porter duties e.g. delivering mail, moving furniture and equipment
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support other
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- Attend and participate in regular meetings
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities
- To undertake any other duties that are commensurate with the post

The post-holder should be aware of and comply with the school's policies and procedures, in particular those relating to child protection, confidentiality, health & safety, GDPR and report any concerns to the appropriate member of the Leadership Team.

**Any Special Conditions of Service:**

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school.

The school has a no smoking/vaping policy.

**Notes**

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the post-holder.