



Job Description

JOB TITLE:	Minibus driver
SALARY:	£10,925.81 to £12,143.58 (£23,695 to £26,336 FTE)
HOURS:	20 per week, 38 weeks Term Time Only
REPORTS TO:	Director of Health & Safety and Transport
CAMPUS:	BCA
JOB PURPOSE:	Driving students and staff to various locations.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:

To transport BCA students to and from college daily.

To transport by car or minibus, College students, staff and visitors to and from the Colleges and to various destinations.

To clean the vehicles as and when required.

To carry out basic maintenance of vehicles when required.

To deliver and collect vehicles from the service dealerships as and when required.

To carry out deliveries on an occasional basis as and when required.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy



PERSON SPECIFICATION

Minibus Driver

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Maths GCSE or Equivalent (Level 2)	x		AF/IV
English GCSE or Equivalent (Level 2)	x		AF/IV
Basic IT		x	IV
EXPERIENCE			
Driving more than 7 people	x		IV
Driving with D1		x	AF
Driving with HGV or PSV		x	AF
SKILLS, KNOWLEDGE AND ABILITIES			
Working with engines		x	AF
Working in Education or similar		x	AF

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation