



North East
Learning Trust

WE'RE LOOKING FOR

A DRIVER /

HANDYPERSON

TO JOIN OUR TEAM

Driver / Handyperson

Required as soon as possible

Salary/ pay scale: Point 4 (£18,426) actual earnings (£15,422)

Permanent

We are for a suitably qualified and experienced member of staff to transport students between sites (Bedlington and Ashington Academy) in the school minibus, as required. The member of staff will also be responsible in ensuring that the vehicles are kept in a good state of repair.

You will need to have:

- Full clean driving licence
- MIDAS qualification (or willingness to undertake)
- Previous experience in a similar role
- Have good communication, organisational and interpersonal skills

We can offer:

- A vibrant learning community with highly motivated children
- A positive and caring ethos
- An excellent working environment
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body
- Opportunities for continuing professional development.

Deadline:

Friday 1 November

Shortlisting will take place on Monday 4 November with interviews week commencing 4 November.

All visits to the school are warmly welcomed.

Please contact **Jade Hutton** on **01670 822625** to arrange a visit.

How to apply:

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to **jade.hutton@bedlingtonacademy.co.uk** or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, Northumberland, NE22 7DS.



Job description

Responsible to: Site Manager

Job purpose:

To transport students in the school minibus as required and to ensure that the vehicles are kept in a good state of repair.

Duties and responsibilities:

- To ensure the site is accessible at the appropriate times and that the security of the site is properly maintained as appropriate
- To undertake minor repairs and routine maintenance tasks as required
- To ensure that Health & Safety procedures are adhered to, carrying out relevant tasks to ensure compliance
- To ensure that the external areas of the property are kept free of litter and debris, rubbish bins are emptied regularly, and main access routes are kept clear of debris, snow and ice, as necessary
- To undertake a range of general portering duties, ensuring goods, equipment, furniture and other items are transported around the property, as required
- Ensure the site is accessible for lettings, as directed by the Site Manager
- Ensure stocks levels of necessary facilities equipment are monitored and maintained
- To provide a caretaking service, ensuring a warm, clean and secure environment for all site users
- To assist the site services team with any other duties as required
- Provide cover at other NELT sites
- Flexible working
- Undertake other duties and responsibilities as required commensurate with the grade of the post

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.



Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none">• Good basic literacy and numeracy• Knowledge of Health & Safety legislation relating to the role• Full clean driving licence• MIDAS qualification (or willingness to undertake)• First Aid qualification (or willingness to undertake)• Practical knowledge of basic maintenance tasks	<ul style="list-style-type: none">• Health & Safety qualification• General maintenance qualification• Driving licence that includes a D1
Experience	<ul style="list-style-type: none">• Previous experience in a similar role	<ul style="list-style-type: none">• Experience of working in an educational setting
Aptitude and skills	<ul style="list-style-type: none">• Use of initiative to solve straightforward problems• Ability to work alone without supervision and as part of a team• Ability to follow instructions and achieve objective within set deadlines• Strength, dexterity and coordination to use a range of tools and equipment• Good interpersonal skills• Adaptable to change by adopting a flexible and cooperative approach• Willingness to participate in development and training opportunities	<ul style="list-style-type: none">• Understanding and promoting positive relationships within the wider school community
Personal qualities	<ul style="list-style-type: none">• Trustworthy, reliable and punctual• Flexible• Excellent communication and interpersonal skills• Proactive and well organised	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.