



BEDLINGTON
Academy

We're looking for a
Driver
to join our team!

Driver

Required as soon as possible

37 hours, Term time plus 5 days

SCP 11 £21,166 actual salary £18,262

We are looking for a suitably qualified and experienced member of staff to be responsible for a range of driving duties including sixth form shuttle and transporting students to sporting fixtures and visits.

The successful candidate will:

- Need a full clean driving licence
- Hold a PCV or Category D+E licence
- MIDAS qualification (or willingness to undertake)
- Previous experience in a similar role
- Have good communication, organisational and interpersonal skills

Deadline: Monday 2 March

Shortlisting will take place Tuesday 3 March with interviews taking place week commencing 9 March 2020.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to jade.hutton@bedlingtonacademy.co.uk or by post to Bedlington Academy, Palace Road, Bedlington, NE22 7DS.

Job description

Post title:
Driver

Responsible to:
Support Services Manager

Job purpose:
To be responsible for a range of driving duties including sixth form shuttle and transporting students to sporting fixtures and visits

Duties and responsibilities:

- Full Clean Driving Licence. A driver must ensure that:
 - they hold a PCV or Category D+E licence
 - their licence is in date and valid for the vehicle type
 - their licence has the required medical renewals up to date
 - their licence Driver CPC qualifications are up to date
 - any change to the licence which may affect their entitlement to drive is communicated to their line manager (e.g. Sickness, injury or conviction).
 - Hold Driving licence for 2 years
 - a valid driving licence is held at all times and is available for inspection by a member on staff of the Company
- To be responsible for the health, safety, security, welfare, environmental and fire safety arrangements for yourself, customers and colleagues. This must include attendance at safety briefings and training as required.
- To check the condition of the vehicle prior to commencing service by:
 - carrying out a thorough pre-use safety walk round check o ensuring that any defect in the vehicle or equipment is reported as soon as possible to the right person
 - ensuring that the vehicle is clean and tidy before starting service
- Organise vehicle service and maintenance as and when required.
- To ensure all safety accidents/incidents are reported using the company's reporting procedure.
- To ensure a full understanding of emergency and evacuation plans.
- To undertake a range of other site duties in school as required for example breaktime/lunchtime supervision, general portering duties, assist with general site maintenance
- Support the pastoral team with truancy sweeps and other activities within the school and wider community
- General cover as required.
- Provide cover at other NELT sites
- Flexible working
- Undertake other duties and responsibilities as required commensurate with the grade of the post
- To assist the site team with any other duties as required

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"> • Full clean driving licence • PCV or Category D+E licence • MIDAS qualification (or willingness to undertake) • First Aid qualification (or willingness to undertake) • Practical knowledge of basic maintenance tasks • Good basic literacy and numeracy • Knowledge of Health & Safety legislation relating to the role 	<ul style="list-style-type: none"> • Health & Safety qualification
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 • 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"> • Good interpersonal skills • Adaptable to change by adopting a flexible and cooperative approach • Honestly and integrity • Good communication and organisational skills 	

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.