

Job Description

Academy:	Leeds East Academy
Job Title:	Volunteer Minibus Driver
Grade:	Voluntary
Accountable to:	Academy Business Manager

Role:

To drive the Leeds East Academy school min-bus in a responsible and safe manner, ensuring the safety and welfare of students at all times.

Purpose of Job:

Support the achievement of all our young people in their learning from 11-16 and beyond, through offering an essential transportation service for our students enabling them to attend school.

You may be deployed in other White Rose Academies Trust locations within a reasonable distance from your main place of work from time to time; you will be compensated for your additional travel costs.

NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. The five principles of the Children's Act: Every Child Matters guide the work of every adult working at or associated with Leeds East Academy.

General Duties and Responsibilities:

- Present impact to Middle and Senior Leadership team
- To take a lead role in ensuring there is a high standard of behaviour around the Academy at all times
- Drive the Leeds East Academy mini-bus in a responsible and safe manner.
- Supervise students to and from school.
- Responsible for health and safety, comfort and welfare of pupils.
- Reporting any vehicle faults, incidents or accidents to the school.
- Ensure the vehicle is clean before and after use.
- Refuelling the vehicle as required.
- Attending any relevant training courses as identified and agreed.

Equal Opportunities:

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing

Generic Staff Requirements:

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community
- Adhere to the principles expressed in the aims of the Academy and its mission statement
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply Academy policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To be jointly responsible for promoting and safeguarding the welfare of students.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All post holders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed		Dated	
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