

JOB DESCRIPTION			
JOB TITLE	Mini-Bus Driver	SALARY	Scale 3 – Spine Point 5 to 6 (£24,790 to £25,183) Actual Salary: £14,520 to £14,750
RESPONSIBLE TO	Site Manager	LOCATION	UTC Oxfordshire
WORK IN PARTNERSHIP WITH		HOURS	25 Hours
DIRECT REPORTS	None	LAST REVIEWED	October 2025
Signatures (employee and line manager)			
JOB PURPOSE			
<p>To work as part of the facilities team and be a minibus driver for the school’s home/school transport provision, including routine safety checks on the vehicle.</p> <p>There are a number of students who find it difficult to access public transport from their home. By running a college minibus, it will enable a group of students to gain access to the UTC quickly and more efficiently. The UTC Minibus will have a defined route which it will travel twice a day picking up and dropping off students at predetermined stop off points.</p>			
MAIN DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • To act as UTC driver to transport students and/or staff as required – this may include outside of normal UTC hours, or at weekends by negotiation • Ensure that all relevant UTC procedure are adhered to at all times • To safely transport college equipment/resources to and from the outreach sites • To understand and be committed to the UTC equality and diversity policy and how it relates to all aspects of the post • Be willing to undertake further relevant training in line with both the position and changing legislation, including first aid and health and safety training • To adhere to UTC Health and Safety and Equal Opportunities policies and to comply with relevant legislation • To undertake any professional development as identified by the leadership team • To undertake any other such duties as may be reasonably required of you to commensurate with your grade, at your initial place of work or at any of the other college sites as determined by the Headteacher. 			

GROUP/ EMPLOYEE RESPONSIBILITIES

- To always work and act in accordance with the Trust Vision, Values and Strategic Plan
- To demonstrate professional behaviours and attributes
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

PROFESSIONAL CONDUCT

All staff are expected to:

- Follow the UTC's Appraisal Policy
- Make the most efficient and effective use of human, financial and material resources
- Be aware of and responsive to the changing nature of the UTC. Adopt a flexible and pro-active approach to work and contribute to a range of cross-school initiatives to facilitate the delivery of key business objectives
- Participate in UTC developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of the post
- Be conversant with and operate all appropriate information technology resources available and to keep abreast of developments in this area
- Participate in the development of a responsive customer centred approach to service delivery
- Ensure compliance with all UTC policies, procedures and regulations and assist in the implementation of decisions
- Give good notice of any absence in line with the UTC's Absence Management Policy
- Adhere to general standards of conduct embodied in UTC policies
- Provide an education service which actively promotes equality of opportunity and freedom from discrimination. Encourage the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the organisation
- Work within any legislation to which the UTC is bound by law
- Make the most efficient and effective use of resources, being aware of budget implications
- Responsibility to promote and maintain a safe and healthy environment for yourself, all other staff and students
- Responsibility to respect the UTC Community and abide by the Equality policy
- Report any incidence of bullying/harassment as part of the Safeguarding statement and procedures

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- 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
- It is understood that areas of responsibility are from time to time subject to review, and are negotiable in the light of the needs of the UTC and the professional development of the staff
- This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you
- The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Please note the school operates a no smoking/vaping policy

QUALIFICATIONS & EXPERIENCE		EQUALITY AND DIVERSITY		KNOWLEDGE AND SKILLS/ABILITIES			
Qualifications		Essential	Desirable	Essential	Desirable		
<ul style="list-style-type: none"> • A valid UK Driving Licence no more than 3 points on the licence • A good standard of education including Maths and English GCSE 	<ul style="list-style-type: none"> • D1 entitlement • Previous experience driving a mini bus • Safeguarding, Prevent training 	<ul style="list-style-type: none"> • Demonstrable knowledge and understanding of, and commitment to, equality of opportunity and inclusive education • The ability to integrate equality policies into service delivery and employment practices 	<ul style="list-style-type: none"> • Knowledge of appropriate national standards • Understanding of multi-cultural issues in the context of a secondary school 	<ul style="list-style-type: none"> • Ability to relate well to young adults • E-Literate and competent in IT packages – e.g. word and excel 	<ul style="list-style-type: none"> • Experience of school admission procedures • Experience of using online platforms like Applicaa for admissions • Experience of internal marketing for a company 		
Experience				Other requirements			
Essential	Desirable			Essential	Desirable	<ul style="list-style-type: none"> • Professional demeanor • Able to communicate clearly • Good analytical thinking and problem-solving • Ability to use initiative • Accuracy and attention to detail • Good time management 	
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Experience working with children/school • Previous experience driving LGV or HGV vehicles 						



ATTRIBUTES



PROFESSIONAL

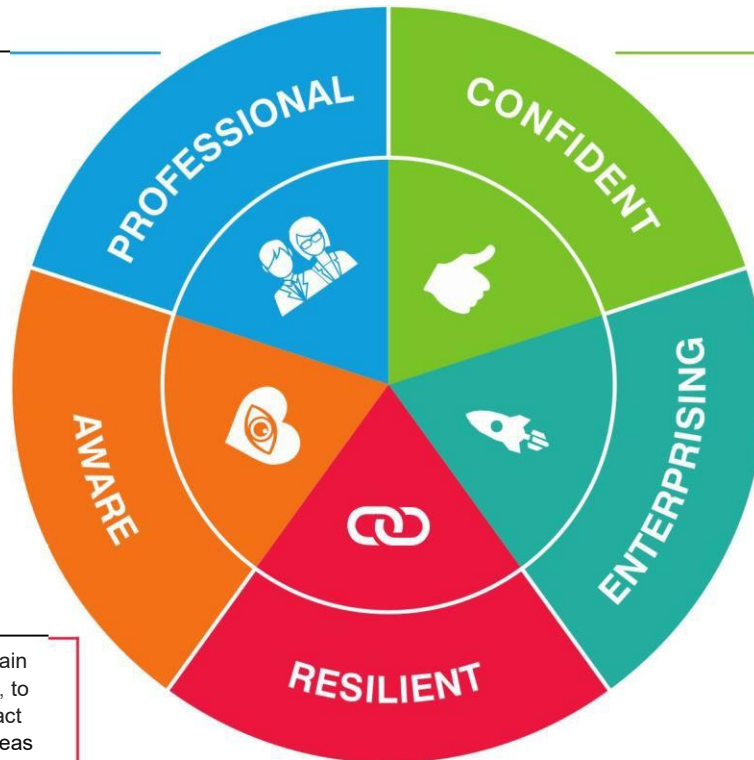
Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

ENTERPRISING

Employees approach problems and challenges positively, demonstration a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

© 2021 Activate Learning

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health and Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.