



# DUMPTON SCHOOL

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## WIMBORNE

*'Home to Growth and Learning'*

### **JOB DESCRIPTION: Minibus Driver**

**JOB TITLE:** Minibus Driver

**REPORTING TO:** The Bursar

**JOB PURPOSE:** To provide a minibus service in the mornings and evenings to pupils travelling to/from the School

#### **KEY RESPONSIBILITIES:**

- To promote and safeguard the welfare of children and young persons
- To provide a Minibus driving service
- When this service is not required, to carry out general vehicle maintenance and cleaning duties
- To ensure all actions comply with health and safety requirements
- To effectively communicate to the Bursar on duty and all staff directly involved
- To form and maintain effective working relationships with staff and pupils
- To be flexible and work as part of a school staff team
- To follow the detailed specification for each driving job
- To follow the procedures laid down by Dumpton School for Minibus driving
- To ensure all records are completed accurately
- To maintain their driving standard at the required level
- To ensure responses to staff, pupils and others are appropriate and professional at all times.

This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this as operationally required and at the discretion of the Bursar.

## **PERSON SPECIFICATION**

### **ESSENTIAL ATTRIBUTES:**

- Full clean driving licence with at least 4 years driving experience
- Full category B driving licence or a Category D1 or D driving licence with certificate of professional competence
- Licence with no more than 3 penalty points
- Willing to undergo training as required and able to understand and apply regulations (such as health and safety, manual-handling regulations etc.)

### **DESIRABLE ATTRIBUTES:**

- Previous driving experience

### **FURTHER INFORMATION:**

- Based at Dumpton School, Wimborne, Dorset
- This role will initially be for ad-hoc hours based on the needs of the parents currently a minimum of 6 hours per week
- Term time only position.
- Applicants must undergo a Disclosure & Barring Scheme check before employment can commence
- The hourly rate is £11.42 for this role.
- Start date Monday 4th September 2023

### **RETURN APPLICATIONS:**

**VIA EMAIL TO:** [recruitment@dumpton.com](mailto:recruitment@dumpton.com)

**BY POST TO:** The Bursar, Dumpton School, Deans Grove House, Wimborne, Dorset  
BH21 7AF

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:** Monday 5 th June 2023