

GRADE: DEPARTMENT: Education Special Schools	HOURS: 15 per week, term time only (contracted), plus additional casual hours as mutually agreed LOCATION: Sherbourne Fields School
Job Purpose: Purpose of the role / Output : Under the general direction of the School Business Manager, to be responsible for the operation of vehicles, escort duties, and/or ancillary duties (as noted below) in relation to delivery of Special Needs Transport service.	

Main Duties and Accountabilities

Knowledge

1. Undertake all driving (incorporating passenger transport and/or incontinent laundry), escort, and delivery duties in allocated vehicles as instructed by the School Business Manager.
2. Pick up pupils and transport them to their point of destination using the vehicle in a safe manner at all times.
3. Assist pupils with learning/physical difficulties to board on/off the vehicle and to ensure that they are seated securely using seat belts and/or harnesses.
4. Respect all pupils and treat them with sensitivity at all times.
5. Take all reasonable steps to prevent pupils from causing harm to themselves and/or others.
6. Receive items of clothing, equipment and medication and/or money and pass these on to parent/carer at pupil's destination address.
7. Carry out daily vehicle checks before start of journey and report all defects to the Business Manager for action.

8. Ensure the vehicle handbrake is applied, ignition key removed, and doors locked when not in vehicle.
9. Operate 2-way radios with due care and attention to health and safety policy guidelines.
10. Complete all paperwork as requested
11. Be flexible in working contracted hours over a standard working day and when required to carry out additional driving duties for trips etc.
12. Any other duties and responsibilities within the range of the salary grade.

Note: All personnel are prohibited from smoking in vehicles in line with Council policy. All incidents of smoking are to be reported and will be treated as a disciplinary offence.

Postholder reports to:	Business Manager
Support to:	N/A
Level of Supervision:	Under the direction of the Business Manager/Deputy Headteacher
Responsible for:	N/A
Hours of work:	15 hours per week, term time only plus overtime