**Herefordshire, Ludlow and North Shropshire College**

**Job Description**

## **Driver (Part-time)**

## **Salary** £11.13 Per hour

**Hours** Flexible and term time only.

**Responsible to** Head of ICT & Estates

**Supervisor** Estates Supervisor

**Location:**  Walford

**Job Purpose and Scope**

The post holder will be responsible for driving a College minibus to transport students and college staff for the purposes of education. This will include for college education and enrichment visits.

**Main Duties and Responsibilities**

* Drive a college minibus (capacity 16 seats) to transport students and/or staff as required.
* Ensure minibus is kept in a clean and satisfactory condition.
* Carry out required maintenance checks of the vehicle.
* Ensure that minibuses are left secure for overnight parking.
* To undertake relevant MIDAS training and other training (e.g., first aid) as required to drive various college vehicles including vans and minibuses etc.
* Ensure that health and safety regulations are observed.
* Interact in a friendly and professional manner.
* To be vigilant around the college to ensure the good behaviour and safety of learners around the college. To report any safeguarding matters or concerns.
* Any other reasonable duties not specifically mentioned that may arise from time to time.

**Person Specification**

**Driver (Part-time)**

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|  | ESSENTIAL | DESIRABLE |
| QUALIFICATIONS AND EXPERIENCE | Must hold a valid UK driving licence, with D1 category.  Must be willing to undertake basic vehicle maintenance. | Advanced Driver Qualification  and/or experience of driving minibuses.  Experience/interest in general buildings maintenance and repairs. |
| ATTITUDE | To be reliable, honest and a good time- keeper and reliable.  Willingness to undertake appropriate training as required.  To be at a sufficient level of fitness and mobility to carry out work as required (e.g., lifting). |  |
| SPECIAL APTITUDES | Good interpersonal and communication skills.  To work supportively as part of a professional team.  To work flexibly and to take on new or different tasks when required.  To prioritise and organise work effectively. |  |