**Herefordshire, Ludlow and North Shropshire College**

**Job Description**

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

## **Salary** £10,129 pro-rata

**Hours** 20 hours per week, term time only

**Responsible to** Estates & Compliance Manager

**Supervisor** Estates Supervisor

**Location:**  Walford

**Job Purpose and Scope**

The post holder will be responsible for driving a College minibus to transport students from designated pickup points to the College campus, and/or vice-versa.

The position will primarily drive routes from our Walford campus but there may be a requirement to provide occasional cover at the Oswestry campus, depending on staffing or operational requirements. The role is suitable for job sharing.

**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 daily 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.
* On occasions when there is no driving requirement (e.g., student closure days) you may be asked to perform alternative duties including vehicle cleaning and maintenance checks, delivering college vehicles to off-site garages for repairs and MOTs, and assisting the estates caretaking staff with general duties etc.
* 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. |  |

**General**

* The post holder will be required to work a shift pattern as advised by the Estates and Compliance Manager or the Estates Supervisor. Hours are typically 4 hours per day, 5 days per week: 7am - 9am and 4pm - 6pm, although this may vary from time to time, subject to the requirements of the College.
* This post is part time during college term-times only. The post-holder is eligible to join the Local Government Pension Scheme.