



## **Job Description**

### **On Call/Casual Drivers**

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your contribution to Haberdashers' Monmouth Schools. Your Job Description should be reviewed every two years as part of the Appraisal Process.

**Responsible to:** The Foundation Bursar

#### **Summary of the Role:**

The schools intend to have a bank of on call drivers who will be required to transport pupils in the schools' vehicles to sports fixtures, theatre trips and for co-curricular activities. You will normally be accompanied by a member of school staff who is responsible for the behaviour and monitoring of the pupils.

#### **Main Duties and responsibilities**

1. Perform check of vehicle before and after use and report any issues to Estates staff
2. Transport pupils to events as required
3. Liaise with the Transport Manager as required

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.



## Person Specification

<i>Essential</i>	<i>Desirable</i>
<b>Qualifications</b>	
<ul style="list-style-type: none"><li>• Clean UK Driving licence</li></ul>	<ul style="list-style-type: none"><li>• Minimum 2 GCSEs, Grade C or equivalent</li></ul>
<b>Experience</b>	
	<ul style="list-style-type: none"><li>• Professional driving experience</li></ul>
<b>Skills</b>	
<ul style="list-style-type: none"><li>• Good Interpersonal skills</li><li>• Ability to work independently</li></ul>	
<b>Personal Attributes</b>	
<ul style="list-style-type: none"><li>• Calm under pressure</li><li>• Takes pride in their work</li></ul>	
<b>Other Factors</b>	
<ul style="list-style-type: none"><li>• Flexible approach</li><li>• Willingness to undertake additional training (on occasion outside normal working hours)</li></ul>	