



<b>Post Title</b>	Driver & Maintenance Support
<b>Salary range/grade</b>	£20,097.00
<b>Responsible to</b>	Senior Management Team & Premises Manager
<b>Type</b>	Term Time Only (40 weeks)
<b>Base</b>	ALP Sittingbourne, 60 Bell Road, ME10 4HE
<b>Job Purpose</b>	
<p>The post holder will drive the company vehicle, providing an efficient, reliable and quality service in accordance with safety legislation and the schools policies and procedures. The purpose of driving will be home to school transport and transporting both staff and learners to various learning activities during the school day.</p>	
<b>Key Tasks and Activities: (Driver)</b>	
<ol style="list-style-type: none"> <li>1. To work in accordance with all current Health &amp; Safety legislation as well as ALP Schools existing Policies and Procedures including the Employee Handbook.</li> <li>2. To transport learners and staff in and around Kent and Medway as directed by the Headteacher</li> <li>3. To run driving errands as directed</li> <li>4. To ensure the vehicle is kept in good working order whilst under your care, including various checks (as stated below) before leaving on a journey and via recorded monthly inspections. <ul style="list-style-type: none"> <li>○ All lights including indicators, brake lights and number plate lights</li> <li>○ Reflectors and warning devices</li> <li>○ Mirrors – ensure they are clean, secure and correctly adjusted</li> <li>○ Wipers and washers</li> <li>○ Fuel, oil and water levels</li> <li>○ Tyre pressure</li> <li>○ Operation of doors and locks to ensure the students are not able to open the doors from the inside.</li> <li>○ Interior including the condition of the seat belts</li> <li>○ Glass – condition and cleanliness</li> <li>○ First Aid and fire extinguisher</li> </ul> </li> </ol>	

- Breakdown membership card and emergency telephone numbers
5. Any other tasks as directed by the Senior Management Team which fall within the purview of the post eg. to support students and activities when requested, especially in periods of time when a drop off has been made and its logical to wait for the return journey.
  6. To maintain effective communication with those who act as a chaperone for learners which being transported

### **In relation to the learners**

1. To develop an understanding of the special needs of the learners concerned.
2. To take into account the learners' special educational needs and ensure their access to the vehicle is made as safe as possible.
3. To build and maintain successful relationships with learners, treat them consistently, with respect and consideration.
4. To assist students with physical needs.
5. To model good practice.
6. To help build the learners' confidence and enhance self-esteem.

### **Knowledge and Understanding**

1. To be assisted in developing an understanding of the necessary school processes, policies and procedures.
2. To know the legal definition of Special Education Needs and Disabilities (SEND), and be familiar with the guidance about meeting SEND given in the SEND Code of Practice.
3. To work as part of the team liaising, advising and consulting where appropriate.
4. To support and adhere to school policies and procedures, including those relating to confidentiality, behaviour and safeguarding.
5. To identify personal training needs and to attend appropriate internal and external in-service training.
6. Any other tasks as directed by the senior management team or specialists which fall within the purview of the post.

### **Personal Development and Well-Being**

1. To support the school's drive for high standards by treating students with respect and, in turn, promoting the schools ARRRTT philosophy.
2. To support and contribute to the school commitment to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being.
3. To maintain high expectations of all pupils, respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.

4. To demonstrate the ability to liaise sensitively and effectively with parents and carers recognising their roles in pupils' learning.
5. To be able to improve your own practice, including observation, evaluation and discussion with colleagues.

### **Environment and Supervision**

1. To ensure that the vehicles remain clean and tidy, well presented and welcoming

### **Key Tasks and Activities (Maintenance)**

1. To support the maintenance of the school buildings, and ensure the environment is safe for education
2. To undertake repairs and DIY projects
3. To work towards action plans based on the school's Health and Safety Risk Assessment, Fire Risk Assessment and general site inspection walks.
4. To monitor the day to day maintenance, repair and cleaning of the schools
5. To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate
6. To ensure facilities for first aid are at the correct level
7. Complete regular checks of the school cars and coordinate service, MOT and repairs as required
8. To monitor, report and advise the Headteacher on all security matters
9. To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions.
10. To act as main keyholder for the school on call-outs

### **General Site Duties**

1. To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc
2. To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
3. To ensure that orders received into school are delivered to the appropriate area / person as necessary
4. To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, fire fighting equipment, lightning conductors etc. and results recorded
5. To ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly
6. To monitor and report IT issues as necessary in relation to whiteboards, computers and projectors and to carry out minor repairs as necessary i.e. changing projector bulbs
7. To undertake minor window cleaning as required •
8. To collect and dispose of all waste, refuse and surplus materials

**Health and Safety**

1. To support the premises manager in ensuring that all working practices comply with current legislation
2. To provide safe access to the school in the event of snow, ice or flooding
3. To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc •
4. All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures

To carry out other duties of a similar nature from time to time as may be required by the Senior Management Team & Premises Officer

**Monitoring and Self-Evaluation**

1. Within the ALP Schools' policies and guidelines, to evaluate work to ensure that it consistently responds to the needs of the schools
2. To take action to share areas of strength and remedy any weaknesses

**Key Performance Indicators**

1. Ensuring all children are transported safely, on time and comfortably.
2. State and repair of each school
3. Timely completion of DIY requested tasks
4. Attendance and punctuality

**Expectations and Values**

ALP Schools are committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work in the centres, the postholder will also be expected:

1. Act as an ambassador for the school and the partnership by supporting our values and expectations of learning.
2. Be a significant presence and role model for students and staff and to meet fully the schools dress code.
3. Follow and where appropriate enact all relevant school policies, procedures and guidelines and those agreed by the Partnership.
4. Contribute to development through team planning and review meetings.

All staff have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

**Special Factors:**

1. The nature of the work may involve the post-holder carrying out work outside of normal working hours.

2. The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
3. Expenses will be paid in accordance with the schools policy
4. This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.**

ALP Schools seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

### **Person Specification**

Essential (E) Desirable (D)

#### **Education and Qualifications**

- Qualification in a trade (D)
- Competent at basic building repairs and maintenance
- To be able to use small industrial, electrical and mechanical equipment

#### **Experience**

- Relevant experience of working as a driver within a similar setting (D)
- Over 2 years of driving experience (E)
- Experience of working with clear guidelines, procedures and adhering to child protection (E)
- Ability to establish and maintain professional working relationships with a variety of colleagues across directorates and other agencies (E)

- Understanding of working with people with challenging behaviour / complex needs / disabilities. (E)
- Ability to quickly establish relationships with young people, vulnerable people and families with complex needs. (E)

### Knowledge, Skills and Abilities

- Knowledge of basic car maintenance, H & S(E)
- Knowledge of special educational needs and disabilities (D)
- Excellent interpersonal skills with both adults and children. (E)
- Knowledge of the highway code (E)
- Ability to work flexibly in a rapidly changing environment (D)
- Strong understanding of youth and wider community issues (E)
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- Excellent interpersonal skills, inc active listening (E)
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- Excellent communication skills (D)
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- 1.. Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
- 2.. Good communication skills
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- 7. Ability to manage own time effectively and demonstrate initiative including establishing priorities
- 8. Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests
- 9. Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the schools
- 10. Ability to adapt to changing and conflicting demands
- 11. Ability to be flexible and work as part of a team or individually as required
- 12. Ability to demonstrate an understanding of children with special educational needs
- 13. Ability to contribute to the life of the school
- 14. Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.
- 15. Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely

### Personality and Social Skills

- To have a 'can do' philosophy (E)
- To enjoy working with young people. (E)
- To be flexible, energetic, adaptable and have the ability to use initiative. (E)
- To carry out professional duties in a positive, helpful and courteous manner. (E)
- To have high aspirations and expectations for their students and themselves. (E)
- Committed to raising standards and continuous improvement. (E)
- An empathetic nature (E)
- Mature and professional approach to vulnerable people, families and other professionals. (E)
- Ability to maintain confidentiality in the light of handling sensitive information (E)
- Good communication and social skills, with a good sense of humour (E)
- Ability to work flexibly with reference to time and location (E)
- Ability to cope with difficult interpersonal behaviour and language (E)
- Demonstrate a consistent and positive attitude to challenges (E)

### Other Factors

- Full and current driving license with use of a vehicle for work (E)
- Willingness to drive a company vehicle (E)

