

JOB DESCRIPTION

Minibus Driver & Site Support Assistant

Reports to	Facilities Manager
Responsible for	N/A
Hours	40 hours per week, Monday to Friday, 7am to 11am and 3pm to 7pm or Job-share could be considered: 20 Hours per week Monday to Friday, either 7am to 11am or 3pm to 7pm
Annual leave	25 days plus bank holidays (pro rata for part-time)

Job overview

The jobholder conducts a daily pickup and drop off service for Jigsaw staff from a central location in Guildford to Dunsfold Park. Additionally, as part of the Trust's Facilities Team, the jobholder also assists with some site focused tasks and supporting pupil/learner transitions in the mornings and afternoons.

Main duties and responsibilities

- Provide a daily pick-up and drop-off service for Jigsaw staff to and from central Guildford to Dunsfold Park
- Undertake routine Trust vehicle maintenance checks and reporting of deficiencies
- Undertake routine cleaning of Trust vehicles
- Assist with daily taxis and parent transport movements and site vehicle access and movement, reporting any issues to line manager
- Carry out the movement of deliveries, furniture and equipment within the site and support with set up as needed, e.g. setting up / clear down of rooms for events
- Maintain cleanliness and general tidiness of all external hard areas; mowing, leaf-blowing, weeding and litter picking around Jigsaw's estate
- Carry out daily and weekly playground inspections, keeping accurate records and reporting deficiencies
- Carry out weekly building check of Jigsaw's property in Guildford, keeping accurate records and reporting deficiencies
- Undertake any necessary action as directed in the event of bad weather or emergency, e.g. clearing snow or ice from paths, dealing with floods, etc
- Working as part of the Facilities Team, undertake any other reasonable duties in support of the team and wider Trust
- Understand and implement practices to support Health & Safety policies and Emergency and Fire Procedures
- Promote safe working practice and ensure the security of the workplace is maintained at all times
- Undertake any other reasonable duties requested in relation to the role
- Adhere to all Company policies and procedures within the defined timescales

PERSON SPECIFICATION

Knowledge, skills and experience

- Full, clean driving licence is required
- Proven basic vehicle maintenance skills
- Experience in a driving role is an advantage
- Basic grounds maintenance experience is an advantage
- Ability to understand and adhere to Child Protection and Safeguarding legislation
- Experience in a similar setting is an advantage

Personal qualities

Achieving results

- Promptly and efficiently completes work assignments
- Initiates collaboration with others and spontaneously assists others in the delivery of their work
- Contributes positively to the team

Building relationship

- Strives consistently to meet service standards
- Responds to and anticipates others' needs in a timely, professional, helpful and courteous manner, regardless of others' attitudes
- Demonstrates an understanding of the general environment in which the organisation operates

Planning for the future

- Explains the role and goals of the Organisation and how they relate to own area of work
- Fosters two-way trust in dealing with contacts (e.g. maintains appropriate confidentiality regarding sensitive information)

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all staff and volunteers to share this commitment

Caring Person-Centred Continuous Learning Integrity Teamwork