

Role Profile: Home-to-School Driver
Location: Huddersfield Grammar School
Function: Domestic/Facilities
Reporting to: Head of Department

About the School

We are a highly successful independent school in Yorkshire, providing a future-facing curriculum for the next generation of leaders. Our academic results are exceptional, with a focus on pupil wellbeing and character development at the heart of all we do.

Set in beautiful grounds, we provide children from ages 3-16 a caring, supportive environment in which to learn. Children are inspired from the very beginning of their educational journey in Nursery and Reception, and this continues right through the Pre-Preparatory, Preparatory and Senior School.

Huddersfield Grammar School offers academic stretch and an enviable co-curricular programme. We are renowned for our rich vein of kindness and inclusivity. We encourage our pupils to work hard, aspire to high academic standards and we delight in watching them become fully-rounded members of the school and community.

Role Purpose

The post holder will support the day-to-day transport operations to ensure the smooth and efficient running of Huddersfield Grammar School Home-to-School (H2S) service. The role involves helping to maintain an outstanding standard of service, monitoring vehicle check sheets and monthly servicing schedules and overseeing driver records and timekeeping to ensure compliance and operational efficiency.

What you will be doing

Key Responsibilities

- Provide Home H2S bus service during term times
- Ensuring all paperwork (daily pre drive, defect, and time sheets) are completed and suitably filed and driver tacho cards are downloaded on a regular basis
- Ensure a suitable route for all H2S journeys and follow legislation and school policy requirements regarding H2S operation.
- Keep up to date with transport administration and ensuring route registers are updated and available daily for H2S operations and administration during school day and assist with route planning, utilization and timings as needed.

- Ensure vehicles are maintained and PMIs are carried out appropriately within schedule time frames.
- Inform the Transport Coordinator immediately of any hazards, defects, non-compliance of Health and Safety regulations or PSV Compliance regulations including any threat to the wellbeing of any students and staff.
- Ensure parents, students, and staff are treated with politeness and courtesy and be a good ambassador for the school at all times.
- To drive our buses when requested for the home to school transport
- Undertake any training as maybe required in the course of employment.
- Notify drivers of driver infringements as requested by the Transport Coordinator.
- Attend required training

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

What you'll bring

Qualifications

- Valid PSV/PCV Category D1 Licence
- Aged 21 or over
- Full UK driving licence held for at least 24 months
- Valid Driver CPC card
- Valid digital tachograph card

Skills

- Flexible to work when required with reasonable notice
- Good communicator with both adults and students
- Ability to work split shifts
- Experience in passenger carrying vehicles
- Ability to adapt to change in situations
-

Experience

- Working in an educational environment
- Transporting children

- Record keeping and monitoring
- Organising Home-to-school transport (desirable)
- Route planning (desirable)

Key Stakeholders you'll be working with

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

Governance:

- Blenheim Schools is the proprietor of Huddersfield Grammar School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

• To be signed and dated by employee:

- **Signed:**
- **Name (print):**
- **Date:**